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Share-A-Ride Rideshare Matching System (SARRMS)

Operator's Manual

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Share-A-Ride Rideshare Matching System (SARRMS)

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PREFACE

This reference manual is divided into ten sections.

1/ Areawide Ridesharing Matching Services
2/ System Hardware and Language
3/ Input
4/ Matching Process
5/ Output
6/ System Operations
7/ Operation of Subsystem Programs
8/ Operation of the Backup System
9/ Operation of the Automenu
10/ Miscellaneous Procedures

This manual can be used as a reference for:

- SARRMS Version 1.0 which operates on an IBM PC with a Tallgrass external hard disk with tape backup capabilities;
- SARRMS Version 2.0 which operates on IBM computers with an internal hard disk. This version operates on most IBM compatibles as well.

The Share-A-Ride Rideshare Matching System (SARRMS) and manual were developed through the efforts of:

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Although SARRMS has been subjected to rigorous tests - no warranty, expressed or implied is made by the Ministry of Transportation and Communications as to the system, nor shall the fact of distribution constitute any such warranty, and no responsibility is assumed by the Ministry in any connection therewith.

1/ AREAWIDE RIDESHARING MATCHING SERVICES

1.1/ Background

Areawide ridesharing matching services are helping people to better address high commuting costs and increasing travel tension. These services make it easier for commuters, who have had difficulty finding suitable pooling partners, to form carpools or vanpools.

The development and implementation of a centralized areawide ridesharing matching service provides greatly increased opportunities for people from employers of all sizes and people with varying commuting situations to find potential pooling partners.

1.2/ Concept

Centralized services serve an entire urban area. The service matches individuals with similar travel characteristics on the same computer database. Each applicant is provided with a personalized matchlist of people living nearby who have similar work locations and hours. The list consists of names, addresses, home and work phone numbers, travel characteristics of other applicants and information concerning transit, vanpool operators and the location of useful carpool parking lots.

Implementation of a ridesharing centre's services follows a three stage process. Initially, the centre promotes the participation of commuters through the larger employers in a given urban area. With the database established and the original applicants suitably matched, contact is maintained between the centre and the applicant. This ensures that each individual has up-to-date information on potential pooling partners.

Gradually, as the database builds up to include workers from several different employers within an area, the service becomes of value to more and more commuters as the possibility of a 'good match' dramatically increases. Eventually, as the database develops, the ridesharing centre expands and caters to individual commuters, who directly contact the centre.

1.3/ Computer Capabilities

To operate a ridesharing centre, computer capabilities are essential in order to handle a large volume of requests with a high degree of accuracy and speed.

Share-A-Ride has operated a carpool matching system since 1978. Since the system was developed, there have been many developments in computer technology and software as well as ridesharing matching techniques. The original matching system was designed on a mainframe computer. It could match applicants by home location only, and therefore was unsuitable for areawide services. A more sophisticated system, with the capability of matching at both the home and work locations, was required.

1.4/ Share-A-Ride's Rideshare Matching System (SARRMS)

Share-A-Ride's new rideshare matching system is efficient, economical and user-friendly. SARRMS is an on-line, interactive rideshare matching system specifically designed for Canadian applications. SARRMS is flexible enough to be used by employers, municipalities and ridesharing agencies. The following are some of its features.

General
- Menu driven
- On-line
- Interactive
- Option-filled
- Protects confidentiality of applicants
- Operates on IBM

Entry
- On-line entry
- Designates a specified batch file into which applicants are saved, allowing for processing of specific applicants at one time
- All applicants in one database
- Checks that an applicant is not already in the system
- Conducts verification checks on inputted information
- Automatic entry of information by the system
- Automatic entry of zone numbers and home and work grid locations to the nearest 0.1 km by utilizing geocoded postal codes

Processing
- Incorporates home and work locations and work time into the matching process
- Can change matching parameters on-line to produce the best matching results for an applicant
- On-line matching of individual requests
- Batch processing of a large number of requests
- Can save reports or results to a file before printing or can process and print at the same time
- Creates a purge mailer letter and follow-up matchlist which can be sent to applicants after they have been in the system a specified length of time

Output
- Individual phone-in information requests can be processed while the caller is on the telephone
- Produces an up-to-the minute, personalized matchlist for an applicant
- Can print selected segments of a large applicant print file
- Produces a matchlist for a vanpool operator
- Produces output in English or French
- Can direct output to most types of printers
- Tracks employer activities

Purge
- Purges dated information from data files

Backup
- Version 2.0, for internal hard disks, backs up files onto diskettes
- Version 1.0, for Tallgrass external hard disks, backs up files onto tape

2/ SYSTEM HARDWARE AND LANGUAGE

The system is designed to operate on IBM micro-computers with at least 256 KB RAM and a hard disk with a minimum storage capacity of 5 MB. Components of the system are programmed in Microsoft FORTRAN, IBM BATCH and IBM ASSEMBLER. The system makes extensive use of the BTRIEVE Record Manager.

2.1/ Hardware

The hardware configuration used to develop the system include:

- IBM PC
  - 256 KB Memory
  - 2 x 360 KB Diskette Drives
  - Detached Keyboard

- AST Research Megaplus II Memory Board
  - 512 KB Memory
  - Internal Clock/Calendar
  - Parallel and Serial Interface

- IBM Monochrome Display

- 8087 Coprocessor

- Tallgrass Fixed Disk
  - 20 MB Memory
  - Tape Backup

- TEC F10 - 55 Daisywheel Printer
  - Tractor Feed
  - Acoustic Cover
  - 50 characters per second

- Epson FX-100 Dot Matrix Printer
  - Tractor Feed
  - Acoustic Cover
  - 160 characters per second

The system can operate on an IBM AT or XT and compatibles. Version 2.0 of SARRMS operates on systems with internal hard disks. Version 1.0 operates on systems with a Tallgrass external hard disk. SARRMS operates on systems with colour monitors and graphics cards.

2.2/ System Language

The principal programming language is MS-Fortran. Some routines were written in assembler. The input files are managed by BTRIEVE Version 3.04 (a record management system).

3/ INPUT

The following are the input components of the Share-A-Ride system:

1/ Applicant Information
2/ Vanpool Operator Information
3/ Employer Information
4/ Transit Operator Information
5/ Carpool Parking Lot Information
6/ Geographic File (Postal Code, Geocode, Zone)
7/ System Parameters
8/ Letters/Messages
9/ Printer Codes
10/ Method of Contact

There is no maximum number of records for the applicant, carpool parking lot, geograph and letters files. The vanpool, employer and transit files have a maximum of 9999 records.

3.1/ Applicant Information

Applicant information, layout, size of variables and source of the information are listed in Appendix A. Most of the information on an applicant record is collected from the applicant, usually through a survey form. This information includes personal data, such as address and commuting characteristics, preferences and comments, and employment data such as, employer name and address. Additional information on the applicant record is inputted by the system automatically or by the operator. These items include identification code, date of last contact, grid co-ordinates, zone numbers and applicant's sector position.

3.2/ Vanpool Operator Information

Vanpool operator information, layout, size of variables and source of the information are listed in Appendix B. Most of the information on the vanpool operator record is collected from the vanpool operator, usually through a survey form and a map. This information includes personal data, employment data and vanpool operational data such as, home and work areas served, van colour, fares and capacity and a comments statement. Additional information on the vanpool operator record is inputted by the system automatically or by the operator. These items include identification code, date of last contact, grid co-ordinates and zone numbers.

3.3/ Employer Information

Employer information, layout, size of variables and source of the information are listed in Appendix C. Most of the information on the employer record is collected from a contact within the company, usually through a survey form. This information includes mailing address, local co-ordinator's name, department and phone number, number of employees and a message from the employer that is incorporated into the covering letter of the matchlists. Additional information is inputted by the system automatically or by the operator. These items include identification code, date of last contact, grid co-ordinates and zone number.

3.4/ Transit Operator Information

Transit operator information, layout, size of variables and source of the information are listed in Appendix D. Most of the information on the transit operator record is collected from the transit operator and its service routing maps. This information includes address, name of contactperson, transit information telephone number and area served by the transit system. Additional information is inputted by the system automatically or by the operator. These items include identification code and date of last contact.

3.5/ Carpool Parking Lot Information

Carpool parking lot information, layout, size of variables and source of the information are listed in Appendix E. The carpool parking lot record consists of the lot name, locational description and grid co-ordinate location.

3.6/ Geographic File

Information in the geographic file, layout, size of variables and source are listed in Appendix F. In the geographic file, each postal code is assigned grid co-ordinates and a zone number.

The grid co-ordinates are made up of an X and Y co-ordinate. The X co-ordinate determines the east-west position and the Y co-ordinate determines the north-south position. The co-ordinate is represented by a four digit number; the last digit being used to give an estimate to the nearest 0.1 kilometre. The grid system employed for determining position can be arbitrarily established or a standardized system can be used. Well suited to this purpose is the Universal Transverse Mercator (UTM) grid system which appears on Energy, Mines and Resources Canada maps and on some of the provincial base maps. The UTM system is used by Statistics Canada's Area Master File.

Within the geographic file each postal code is assigned a zone number. The zone system is established arbitrarily. The zones should represent homogeneous areas. The maximum number of zones allowed is 999. The zone system is used to define the areas served by the transit operators and by vanpool operators.

The report "Assigning Grid Co-ordinates and Traffic Zones to Postal Codes" RR 224, 1981, outlines procedures for developing the geographic file.

3.7/ System Parameters

System parameters, layout and size of variables are listed in Appendix G. Most of the system parameters are inputted into the system parameter file. They are the values to which the system defaults when no changes are made to the parameters.

The system parameters include carpool and vanpool search parameters and time window information used in the matching process, carpool parking lot search parameters and default batch file name. Printer selection and language preference defaults can be inputted at several locations within the system.

3.8/ Letters/Messages

Appendix H describes the letter/message layout.

A covering letter is used as part of the:
- applicant matchlist
- follow-up applicant matchlist
- purge mailer letter
- vanpool operator matchlist

The covering letter for the applicant and follow-up matchlists can be made up of three segments.

Segment One -- Introductory Comments and Information
This information is provided by the ridesharing office and usually includes:
- introductory comments about the ridesharing service
- purpose of the list
- description of information on the list
- attempt to encourage applicants to contact people on their matchlists

In most circumstances, this segment should be no more than 20 lines.

Segment Two -- Employer Message
This information is provided by the employer and is part of the employer record. It usually includes:
- co-ordinator's name and phone number
- information about incentives offered by the employer
- acknowledgement of employer participation

This segment can be no more than 8 lines.

Segment Three -- Assistance and Support
This information is provided by the ridesharing office and usually includes:
- a reminder about keeping information up-to-date
- ongoing service offered
- any problems or questions, call the co-ordinator

In most circumstances, this segment should be no more than 10 lines.

The purge mailer can be made up of two parts. The employer message is not included.

The vanpool operator letter consists of only one part.

Additional letters can be incorporated into specific applicant or vanpool operator matchlists. Each letter can have an English and French version.

When an applicant receives no carpool matches, a message can be inserted onto the matchlist. This message indicates that no applicants with similar commuting characteristics were found.

3.9/ Printer Codes

Codes to indicate type of printer and compressions can be inputted into the system. These codes will control all output supplied by the system. This feature is a component of the Edit System Letters Program. It allows the system output to be produced on most types of printers.

3.10/ Method of Contact

The method by which applications are received by the ridesharing office can be inputted for statistical purposes. Within the Ridesharing Office Statistics Program, the operator can input:

- the number of applications received through employer outreach
- individual requests received by mail-in
- individual requests received by phone-in

This information can be inputted on a daily basis.

4/ MATCHING

The Share-A-Ride system produces matchlists for:
- applicants
- vanpool operators

An applicant matchlist involves doing a search and match for:
- applicants
- vanpool operators
- transit operators
- carpool parking lots

4.1/ Applicant Matching

4.1.1/ Applicant Search and Match

The purpose of this module is to search for the records of other applicants with whom the applicant could potentially carpool.

The following information is used to conduct the search:

1/ Applicant Sector -- The system automatically locates all applicants within a sector, based on the distance and direction of their home location from their work location. If the applicant lives within 10 km of work, the applicant is located in the 'control sector.' If an applicant lives more than 10 km from work, the applicant's sector is determined by the angle from north clockwise with each section occupying a 15° angle. An applicant's sector is used to reduce the number of applicants searched to obtain the appropriate number of matches.

2/ Work Grid Co-ordinates

3/ Home Grid Co-ordinates

4/ Arrival Time

5/ Departure Time

6/ Arrival Time Window -- This parameter defines a time range around an applicants' arrival time. If the operator indicates that the time window is 60 minutes before and 30 minutes after the arrival time and the applicant starts at 8:30 a.m., then the matching will only include applicants who start between 7:30 and 9:00 a.m. This is used to eliminate people who have similar commuting trips but work significantly different hours. The operator can select between 1 to 99 minutes before and after the inputted arrival time. The time window should be smaller when a high proportion of applicants in a work area are working on fixed hours and have little opportunity to change their hours of work. A larger time window is normally used when applicants are working on flexible hours.

7/ Departure Time Window -- It is similar to the arrival time window.

8/ Pooling Preference -- This data is used to ensure that two applicants who prefer to 'ride only' do not get matched with each other.

9/ Maximum Separation from Home (Home Distance) -- This parameter defines the size of the search area around an applicant's home. An applicant will not be matched with another applicant if the distance between their homes is greater than the selected distance value.

10/ Maximum Separation from Work (Work Distance) -- This parameter defines the size of the search area around an applicant's work location. An applicant will not be matched with another applicant if the distance between their work locations is greater than the selected distance value.

11/ Weighting Home-Work -- The ranking of the matches is determined by multiplying the distance between work location by a weighting factor, multiplying the distance between home locations by another weighting factor and adding the two results. The applicants with the lowest result are considered the best match.

The weighting factor is used to alter the relationship between the home match distance and the work match distance. Without the weighting factor the relationship would be 1:1. In other words, an applicant with the same home location and working 1.0 km away would be ranked as high as another applicant living 1.0 km away and working at the same location. In reality the more desirable match would be between the applicants working at the same location. The reasons for this are:

- people tend to carpool with people who work for the same employer;
- people are more willing to pick up people over a wider area at the home end than at the work end because there is usually more traffic congestion at the work end than at the home end of the trip;
- at the home end, carpoolers can arrange central pickups.

The weighting factor is applied to the two separation distances to form a ratio. The ratio can be as large as 1:9 (home:work). A ratio this large could be used to ensure that an applicant is only matched with people at the same place of employment. Typically, however, the home:work ratio is 1:3 or 1:4.

12/ Number of Matches Sought

The matching starts with the system searching for applicants who work at the applicants' work grid co-ordinates and live in one of the calculated search sectors.

Any applicant found in this search is evaluated, based on other criteria: allowable arrival and departure time; allowable home separation and whether at least one of the applicants is willing to be a driver.

Any applicant meeting all of these criteria is ranked and stored. The ranking is based on the total home-home, work-work weighted separation. If the number of matches found exceeds the preset limit, then the best matches, by ranking, are kept.

The search is conducted in an increasing radius (0.1 km) around the work co-ordinates with the best possible ranking for the next radius being calculated before the search proceeds.

The search is terminated when the best possible ranking for the next search radius is greater than the worst current ranking for the matches found and the number of matches found has reached the preset limit. Also the search will terminate if the search radius has reached the maximum allowable work separation.

4.1.2/ Vanpool Operator Search and Match

The purpose of this module is to search for vanpool operators with whom the applicant could potentially vanpool.

The following information is used to conduct a search and process a match:

1/ applicant's home and work zones
2/ applicant's arrival and departure times
3/ time windows
4/ vanpool operator information
5/ vanpool operators' home zones served
6/ number of vanpool operators sought

The matching starts by using the applicant's home zone as a key. The home zone is searched for in the vanpool operator's home zones served file. The vanpool operator's records of successful matches are retrieved and checked to determine if the vanpool operator serves the applicant's work zone. The applicant's and the vanpool operator's arrival and departure times and time windows are compared. If a match is found, it is ranked and saved.

4.1.3/ Transit Operator Search and Match

The purpose of this module is to search for transit operators which serve either the applicant's home or work zone.

The following information is used to conduct the search and process a match:

1/ applicant's home and work zones
2/ transit service information
3/ transit operators' zones served

The search starts by using the applicant's home zone as a key. The home zone is searched for in the transit operator's zones served file. The transit operator records of successful matches are retrieved and stored. The process is repeated for the applicant's work zone, checking to eliminate duplicates.

4.1.4/ Parking Lot Search and Match

The purpose of this module is to search for parking lots which would be useful to the applicant for meeting someone with whom to carpool.

The following information is used to conduct a search and process a match:

1/ applicant's home and work co-ordinates;
2/ parking search radius - the maximum distance from the applicant's home to the parking lot;
3/ major-axis distance -- the maximum total distance from the applicant's home to the parking lot and from the parking lot to the applicant's work location;
4/ extra-distance -- the additional distance permitted when the distance from home to work is subtracted from the total distance from home to the parking lot and from the parking lot to work.

The effect of these variables is to restrict the choice of parking lots to those which are located in a circle centred on the applicant's home and also within an ellipse of which the foci are the applicant's home and work locations.

A parking lot is matched to an applicant provided the parking lot satisfies both of the following criteria:
a) The distance from the applicant's home to the parking lot is no greater than a certain distance (radius).
b) The total distance from the applicant's home to the parking lot and from the parking lot to the applicant's work is no greater than a certain value (major-axis), which is equal to the total of the distance from home to work (Home-Work) plus a parameter (Extra-Distance).

The parking lots are ranked based on shortness of distance from applicant's home to the parking lot.

4.2/ Vanpool Operator Matching

4.2.1/ Applicant Search and Match

The purpose of the module is to search for applicants whose home and work zones are both served by the vanpool operators.

The following information is used to conduct the search:

1/ applicant information
   - home zone
   - work zone
   - identification number
2/ vanpool operators' zones served
3/ vanpool operator information
4/ parking lot information
5/ parking lot search parameters
6/ number of matches sought

The search starts by using the vanpool operator's first work zone as a key to access the applicant file for records with this work zone. Then the vanpool operator's home zones are searched to determine whether the operator serves the applicant's home zone. If the vanpool operator serves the applicant's home zone as well, then the applicant is ranked and stored. The process is repeated for all applicants, matching the work zones being searched.

The matches are ranked based on:

1/ those applicants with the same employer and home zone as the vanpool operator;
2/ those applicants with the same work zone and home zone as the vanpool operator;
3/ those applicants with the same work zone as the vanpool operator;
4/ those applicants with the same home zone as the vanpool operator;
5/ others.

4.2.2/ Vanpool Operator Search and Match

The purpose of this module is to search for other vanpool operators who are serving the same home and work zones as the vanpool operator. Time is not used as a criteria in terms of identifying matches.

4.2.3/ Carpool Parking Lot Search and Match

The purpose of this module is to search for parking lots which would be useful to the vanpool operator for making centralized pickups. This module works in the same way as the parking lot search module in the applicant matching (4.1.4).

5/ OUTPUT

The system produces the following matchlists, summaries and listings:
- Quicksearch Results/Matchlist
- Batch Search Matchlists
- Follow-up Letter/Matchlists
- Purge Mailer
- Summary of Batch Search Results
- Vanpool Operator Matchlist
- Print Vanpool Record
- Employer Report
- Employer Mailing Labels
- Report on Applicants
- Report on Employers
- Vanpool Operators' Report
- Transit Operators' Report
- Carpool Parking Lot Report
- Ridesharing Office Statistics
- Applicants on Hold Report
- Print Applicant Purge File
- Print Vanpool Operator Purge File
- Print Employer Purge File
- Print Sorted Catalogue of Files
- Print Summary of Disk Space
- Print Report of Files Backed Up

5.1/ Quicksearch Results/Matchlist

The Quicksearch Subsystem produces matching results based on the inputted applicant data and the searching parameters used. The results can be displayed on the screen, printed individually or saved to be printed in a group. The results on the screen can be read directly to the applicant over the telephone. A hard copy of the quicksearch results is useful in a situation where an applicant would prefer to phone back later rather than wait on the phone for the matching results.

The results of the quicksearch matching consists of the:
- applicant's name
- matched applicants
- matched vanpool operators
- matched transit operators
- matched carpool parking lots

When the Quicksearch Subsystem is entered through Applicant Maintenance, Quicksearch can be used to produce a matchlist which can be sent to the applicant requesting matching information. The quicksearch matchlist consists of:
- the applicant's name and home or work address;
- a covering letter which can include a message from the applicant's employer;
- a listing of the information that the applicant supplied (this gives the applicant the opportunity to check for errors in the inputted information);
- the quicksearch matching results;
- the applicant's identification code appears at the bottom of each page.

5.2/ Batch Search Matchlists

The batch search produces ridesharing matchlists based on the inputted applicant data and the searching parameters through a batch processing mode. The batch search matchlists consist of:

- the applicant's name and home or work address;
- a covering letter which can include a message from the applicant's employer;
- a listing of the information that the applicant supplied;
- applicant's carpool matches;
- applicant's vanpool operator matches;
- applicant's transit operator matches;
- applicant's carpool parking lot matches;
- the applicant's identification code appears on each page.

Matchlist format and information:

Page 1:

Name		Date
Home Address	or	Name
City Province		Department Name
Postal Code		Employer Name

Text of Letter (Part 1)

Employer Message

Text of Letter (Part 2)

Applicant ID number

Page 2 and 3

Applicant's Name	Date
Street # & name, apartment #	Home phone, Work phone & extension
Nearest major intersection	Employer name
City Postal Code	Street # & name, suite #
Interest in pooling	Nearest major intersection
Carpooling preference	City Postal Code
Current commuting method	Nature of work hours
Comments	Usual work hours

Please check that the above information is correct.
The following people live and work near you. The better matches are listed first.

Name	Compass direction	Nature of work hours
Home phone, work phone & ext.	Distance from applicant	Usual hours of work
Interest in pooling	Street name	Employer name
Carpooling preference	Nearest major intersection	Employer address
Current commuting method	City Postal Code	Nearest intersection
Comments		City Postal Code

up to 10 names printed

VANPOOL OPERATORS IN YOUR AREA**********

Vanpool operator's name
Home street
Nearest major intersection
City Postal code
Home phone
Work phone and extension

Size and colour of van
Employer name
Employer street number and name
Nearest major intersection
City Postal Code
Arrival and Departure times
Weekly fares
Comments

up to 6 operators printed

FOR TRANSIT SERVICE INFORMATION CALL**********

Transit operator name information phone number

LOCATION OF FREE CARPOOL PARKING LOTS IN YOUR AREA**********

Name of lot

The matchlist can be produced for:
- a specific applicant
- all applicants at a specific employer
- all applicants whose date of last contact is within a specified range
- all new applicants.

Other system options associated with production of the matchlist output include:
- the capability of having the letter addressed to the applicant's home or work
- incorporating a 'no match' message when an applicant receives no carpool matches
- having the matchlist printed in order of:
  - employer code
  - identification code
  - postal code
  - work phone
  - last and first name
- being able to select a specific letter for a specific batch run
- selecting the search parameters for a specific batch run, and
- having the option of printing the matchlists immediately or saving them to file to be printed later.

A sample of the ridesharing matchlist is shown in Appendix I.

5.3/ Follow-up Letter/Matchlist

The follow-up matchlist is used to provide an updated matchlist to applicants after they have been in the system for a specified period of time based on their date of last contact or to provide new matchlists to all applicants at a specific employer. A special letter indicating that the enclosed matchlist contains the most current information is sent with the standard matchlist. The follow-up matchlist file is created in the Report Subsystem and processed in the Ridesharing Subsystem (Batch Search Program).

5.4/ Purge Mailer

The purge mailer is used as a means of updating applicant information and initiating the removal of inactive applicants from the system. If an applicant has been in the database for a certain period of time, based on their date of last contact, the applicant is sent a purge mailer letter. It can be used to update all of the information at a specific employer. The letter contains the latest information on the applicant. The applicant is requested to update any information that may have changed. The letter also indicates that the applicant will be deleted unless the ridesharing office is notified that the applicant would like to remain in the system and continue to be matched.

The purge mailer file is created in the Report Subsystem and processed in the Ridesharing Subsystem (Batch Search Program).

A sample of the purge mailer is shown in Appendix J.

5.5/ Summary of Batch Search Results

The report is used by the ridesharing office to determine the quality and number of matches of a specific batch search. It is also used to identify the number and names of people that do not receive matches.

The report is produced after completion of each batch search. Information in the report includes:

- summary of match parameters
  - batch file name
  - number of matchlists produced
  - number of matches sought
  - search area size and weighting
  - time windows
  - parking lot search parameters
- summary of applicant's matchlist
  - number of applicants on a matchlist
- summary of applicant's best match
  - weighted home-work distance
  - average weighted home-work distance
- number of vanpool operators on a matchlist
- number of transit system phone numbers on a matchlist
- number of carpool parking lots on a matchlist
- list of applicants receiving no carpool matches

5.6/ Vanpool Operator Matchlist

This matchlist is used by vanpool operators to identify possible riders for their vanpool, to identify other vanpool operators serving their areas and to identify carpool parking lots that could be used for rider pick-ups. The matchlist can be prepared for individuals who are interested in establishing a vanpool.

The vanpool operator matchlist is produced in the Vanpool Subsystem. The matchlist is based on the inputted vanpool data and the inputted search parameters. The vanpool operator matchlists consist of:
- the vanpool operator's name and home address
- a covering letter
- a listing of the information that the vanpool operator supplied (this gives the vanpool operator the opportunity to check for errors in the inputted information)
- a listing of applicants living and working in the areas served by the vanpool operator
- a listing of vanpool operators serving the same areas
- a listing of local carpool parking lots

Vanpool operator matchlists can only be produced one at a time. Options associated with the production of the matchlist include:
- selecting the desired number of matches sought
- selecting a specific letter
- selecting parking lot search parameters

A sample of the vanpool operator matchlist is shown in Appendix K.

5.7/ Print Vanpool Record

The ridesharing office uses this feature to produce a hard copy of a vanpool operator record that is currently in the system or is in the process of being deleted. It contains all current information on the vanpool operator.

5.8/ Employer Report

This report is a specific employer's summary of employee applicant information. The ridesharing office supplies this report to a participating employer to be used as an information source for evaluating the employer's ridesharing program and to be used by the employer's co-ordinator to provide on-site matching assistance to those interested in ridesharing.

The report consists of:
- a listing of all employer information including the employer message
- a listing of applicants which includes their:
  - identification code
  - date of last contact
  - name
  - home street name
  - city
  - postal code
  - home grid co-ordinates
  - home zone
  - home and work phone numbers
  - hours of work
  - answers to questions
- listing of vanpool operators serving the employer
- list of all transit operators
- listing of the location of all carpool parking lots
- a statistical summary on employee applicant responses which includes:

- summary of commuting method
- summary of nature of working hours
- summary of interest in pooling
- summary of carpooling preference
- summary of language preference
- summary of arrival and departure times
- distribution of applicants' commuting distances
- distribution of applicants' home locations by forward sortation area
- distribution of employee applicants' home locations by municipality

The report can be produced for:
- a specific employer
- for employers in a specified forward sortation area

The order of the applicant listing can be by:
- identification code
- last name and first name
- postal code and last name
- date of last contact

The vanpool operators can be listed by:
- last name
- postal code

The output can be:
- spooled to the printer
- saved on disk to be printed later
- spooled to the printer and saved on disk

5.9/ Employer Mailing Labels

This output is used to produce mailing labels for participating employers. The labels include:
- local co-ordinator's name and department
- employer name and address
- employer code

The labels can be ordered by:
- employer name
- postal code

The output can be:
- spooled to the printer
- saved on disk to be printed later
- spooled to the printer and saved on disk

5.10/ Report on Applicants

This report is used by the ridesharing office to do an analysis of specific segments of the applicant file. The report is similar to the employer's report. This report includes:
- a listing of selected applicants and their information,
- a statistical summary of selected applicant responses,
- distribution of applicants' commuting distances,
- distribution of applicants' home locations by forward sortation area,

- distribution of applicants home location by municipality,
- profile of applicant's date of last contact.

The report can be produced for applicants:
- within a range of last contact dates
- within a specified forward sortation area
- by a specified employer
- within a range of zones (this can be used to analyse utilization on the municipal level)

The order of the applicant listing can be by:
- identification code
- last name and first name
- postal code and last name
- date of last contact
- employer code
- work zone

The output can be:
- spooled to the printer
- saved on disk
- spooled to the printer and saved on disk

5.11/ Report on Employers

The output of this report is used by the ridesharing office to provide an information listing and statistical summary of participating employers. The listing includes:
- employer code
- employer name
- address and postal code
- grid co-ordinates
- zone
- co-ordinator's name
- phone number and extension
- number of employees
- number of applicants
- date program initiated
- date of last update
- date of last contact
- employer message indicator

The statistical summary includes:
- number of coded employers
- total number of employees in coded employers
- number of applicants in coded employers
- number of applicants in non-coded employers
- total number of applicants
- summary of ridesharing office contact with employers

The output of this report can be:
- spooled to the printer
- saved on disk
- spooled to the printer and saved on disk

5.12/ Vanpool Operators' Report

The output from this report is used by the ridesharing office to provide an information listing and statistical summary of vanpool operators. The report consists of:

- vanpool operator information including:
  - name and address
  - home and work phone
  - home and work zone
  - identification code
  - date of last contact
  - capacity and colour of van
  - employer name and address
  - work hours
  - fares
  - comments
  - home and work zones served

- a statistical summary including:
  - total number of vanpool operators
  - language preference
  - distribution of vanpool operators' travel distances and fare structures
  - summary of vanpool operators' date of last contact
  - home and work zones served by vanpool operators

The report can be produced for vanpool operators:

- within a specified range of last contact dates
- who serve specified home and work zones

The order of the vanpool operator listing can be by:

- identification code
- last name
- date of last contact

The output can be:

- spooled to the printer
- saved on disk
- spooled to the printer and saved on disk

5.13/ Transit Operators' Report

This report is used as an information listing for all transit operators. The listing consists of:

- transit operator name
- address
- contact name and telephone number
- transit information phone number
- identification code
- date of last contact
- zones served

The list is printed alphabetically by transit operator name.

The output from this report can be:

- spooled to the printer

- saved on disk
- spooled to the printer and saved on disk

5.14/ Carpool Parking Lots Report

This report is used as a listing for all carpool parking lots. The report lists:
- the parking lot location
- grid co-ordinate location

The output from this report can be:
- spooled to the printer
- saved on disk
- spooled to the printer and saved on disk

5.15/ Ridesharing Office Statistics

This report is used to document daily and month-to-date activities of the ridesharing office. The report consists of:
- method of contact
  - applications received from employer outreach
  - applications received through mail-in
  - applications received through phone-in

- applicant information activities
  - number of additions
  - number of deletions
  - number of data updates
  - number of matchlists produced
  - number of update matchlists produced
  - number of quicksearches
  - number of purges

- vanpool operator activities
  - number of additions
  - number of deletions
  - number of data updates
  - number of searches

- system summary
  - number of employers coded into the system
  - total number of employees in coded employers
  - number of employee applicants in coded employers
  - number of applicants in non-coded employers
  - total number of applicants
  - total number of vanpool operators

The method of contact information is entered by the operator. The other information is produced by the system automatically. The output from this report can be:
- spooled to the printer
- saved on disk
- spooled to the printer and saved on disk

5.16/ Applicants on Hold Report

This report is used by the ridesharing office to identify and list applicants who were put on hold when they were entered. The report consists of:

- identification code
- last and first name
- home street
- home city
- home postal code
- home x co-ordinate
- home y co-ordinate
- home zone
- work x co-ordinate
- work y co-ordinate
- work zone
- arrival time
- departure time
- language

If information is missing an 'x' is printed under the heading.

The output from this report can be:

- spooled to the printer
- saved on disk
- spooled to the printer and saved on disk

5.17/ Print Applicant Purge File

This report prints a listing of applicants who have been purged through the Purge Files Subsystem. The report contains:

- applicant identification code
- first name
- last name
- street number
- street name
- apartment number
- city
- postal code
- home phone
- date of last contact
- usual commuting method
- nature of work hours
- interest in pooling
- pooling preference
- language preference

5.18/ Print Vanpool Operator Purge File

This report prints a listing of vanpool operators who have been purged through the Purge Files Subsystem. This report contains:

- vanpool operator identification code
- first name
- last name
- street number
- street name

- apartment number
- city
- postal code
- home phone
- date of last contact
- employer code
- language preference

5.19/ Print Employer Purge File

This report prints a listing of employers which have been purged through the Purge Files Subsystem. This report contains:
- employer identification code
- employer name
- address and postal code
- co-ordinator's name and department
- phone number and extension
- date of last contact

5.20/ Print Sorted Catalogue of Files

This report is used by the ridesharing office to identify and document all directories and files within the system. The listings are sorted alphabetically.

Information in the directories listing includes:
- directory name
- date and time of last entry

Information in the file name listing includes:
- file name and suffix
- number of bytes used
- date of last activity
- time of last activity

5.21/ Print Summary of Disk Space

This report is used by the ridesharing office to determine and document the amount of disk space the system is utilizing. For the hard disk (Drive C), the report lists:
- # bytes total disk space
- # bytes in # directories
- # bytes in # user files
- # bytes available on disk
- # bytes total memory
- # bytes free

5.22/ Print Report of Files Backed Up

This report is used by the ridesharing office to document the names of the files backed up. The report can be produced when backing up all files and when backing up files modified since the last backup.

6/ SYSTEM OPERATIONS

This section deals with:
- system operating functions and features
- starting the system
- Access Menu

6.1/ System Operating Functions and Features

6.1.1/ Selecting Menu Options

The system is menu driven throughout. A menu option is chosen by moving the highlighted cursor over the option by using the directional cursor keys or by pressing the corresponding number of the menu option, or by pressing the letter key of the bold letter in the option name. The highlighted choice is accessed by pressing the Return Key (enter).

6.1.2/ Operating Functions

There are standard operating functions which make the system easy to operate. These functions usually appear at the bottom of the screen.

ADD - to input new data
CHANGE - to change a displayed record
FIND - to find and display an existing record
PREVIOUS - to display the previous record. The order of the records will depend on which method was used in the last find. The system will indicate if there is no previous record.
NEXT - to display the next record. The order of the records will depend on which method was used in the last find.
SAVE - to save a record. After adding or changing a record, the system will automatically go to the save function. The system will indicate if it is adding a new record or updating an existing record. If the system goes to save and then the cursor is moved to another function without saving the record, the system will say:
<< Data not saved. Hold, Save or Ignore [H/S/I]? >>
UPDATE - to incorporate changes into an existing record without saving it in a batch file (this function is only available in the Applicant Maintenance Program)
HOLD - to hold an incomplete record in the system (this function is only available in the Applicant Maintenance Program)
DELETE - to delete the displayed record.
EXIT - to go to the immediately proceeding menu
RETURN (ENTER) KEY - this key must be pressed to initiate all functions.

The functions can be selected by moving the horizontal directional keys on the right side of the keyboard or by selecting the bold letter in the name of the function.

6.1.3/ Operating in an Input Program

The return key must be pressed after entering every variable. This moves the cursor to the next variable or to the appropriate function key if it is the last variable.

The left directional cursor key or backspace key can be used to go to the beginning of the previous variable. The escape key (ESC) can be used to move the cursor past the remaining variables to the appropriate function.

The directional keys can be used to move the cursor within a variable field. The delete or backspace key can be used to remove a character within a variable field. The insert key (INS) can be used to insert characters into a variable field.

6.1.4/ Questions and Statements

Questions and statements can be answered with an upper or lower case letter.

6.1.5/ Print Menu and Options

A standard print menu appears when an output is to be printed. The menu includes:

```
<< PRESS      Enter      TO START PRINT
   PRESS      Esc        TO END/RESTART PRINT
   PRESS       -         TO SUSPEND PRINT
   PRESS       +         TO CONTINUE PRINT
   PRESS      End        TO EXIT PRINT ROUTINE >>
```

6.1.6/ Printer Selection

The printer can be selected from most screens within the system by pressing the 'F1' key or be accessing the printer selection program on the Master Menu, Report Menu or the Purge Menu.

The printer selection usually appears on the lower left of the screen.

6.2/ Starting the System

Specific installation and starting instructions are supplied with the system diskettes. The system operates on a directory called SAR. When started, the system proceeds to the credits screen which displays system ownership, system designers and version number. Press any key to proceed. The system automatically installs Btreive and then displays the Access Menu.

A second directory called TEST can be created for testing purposes. The TEST system utilizes the executable programs from the SAR directory. To enter the TEST system, enter the SAR system, exit to DOS and type TESTON. To exit the TEST system, type TESTOFF.

6.3/ Access Menu

The selections within the Access Menu are:
1/ Access the SHARE-A-RIDE System
2/ Print Sorted Catalogue of Files
3/ Display a Summary of Disk Space
4/ Access the Backup System
0/ Exit to DOS

6.3.1/ Access the Share-A-Ride System

When entered, the Master Menu is displayed. This menu identifies the six subsystems:
1/ Ridesharing Subsystem Menu
2/ Vanpool Subsystem
3/ Secondary File Maintenance
4/ Reports Subsystem Menu
5/ Purge Files Subsystem
6/ Printer Selection

See 7.0 Operation of Subsystem Programs for more details.

6.3.2/ Print Sorted Catalogue of Files

This program prints the listing of all system directories and files on the hard disk. The processing and printing is initiated when the selection is entered. A listing of all file names and their descriptions is shown in Appendix L.

6.3.3/ Display Summary of Disk Space

When the selection is entered the system will say:

<<To obtain a printout of the following procedure, press Ctrl-PrtSc together, before pressing any other key to continue.

When the procedure has finished, press Ctrl-PrtSc again to cancel printing.

If any disk errors are found, these errors will not be converted to files even if so specified. To convert these errors, use the DOS command CHKDSK with the /F option.

Strike a key when ready...>>

If Control-Print Screen is pressed the system will produce a printout in the same format as the display disk space summary.

The system will display (and print if selected):

<<DISK SPACE SUMMARY OF DRIVE C: (Hard Disk)
bytes total disk space
bytes in # directories
bytes in # user files
bytes available on disk
bytes total memory
bytes free

Strike a key when ready...to return to the Access Menu.

6.3.4/ Access Backup System

This system is used to backup files from the hard disk. See 8.0 the Backup System for more details.

6.3.5/ Exit to DOS

When this selection is entered, the Share-A-Ride matching system is exited.

7/ OPERATION OF SUBSYSTEM PROGRAMS

The Master Menu is divided into 6 subsystems:
1/ Ridesharing
2/ Vanpool
3/ Secondary File Maintenance
4/ Reports
5/ Purge Files
6/ Printer Selection

7.1/ Ridesharing Subsystem

Programs within this subsystem are:
1/ Applicant Maintenance
2/ Quicksearch
3/ Batch Search
4/ Print Batch Search/Quicksearch
5/ Delete Batch Files
6/ Reset System Parameters
7/ Edit System Letters

Subsystem Input-Output
Input - applicant information on-line
- applicant information used in quicksearch
- system parameters
- system letters/messages
- printer codes

Output - process and print quicksearch results/matchlist
- process and print matchlists
- print follow-up matchlists
- print purge mailers
- print batch search results

7.1.1/ Applicant Maintenance

Applicants are inputted into the system through the applicant maintenance program.

7.1.1.1/ Batch File

When the applicant maintenance program is entered, the system requests that a batch file name be identified.
<< Please enter Batch name (xxxx.DAT):----.DAT (no entry indicates DBTH.DAT) >>

It is through the designated batch file that the matchlists are processed and printed. The batch file name can be designated by the operator or the system will designate the default name when the return key is pressed without entering a name. The default name usually designates the daily batch file name. The type of applicant requests that normally go into the daily batch file are:
- new applicant requesting matching on an individual basis
- existing applicant with a change in their information requesting a new matchlist

- existing applicant with no changes in their information requesting a new matchlist
- existing applicant requesting to be deleted

A designated batch file name is usually used when inputting a group of people from a specific employer. Inputting these applicants into a unique batch is particularly valuable because it enables applicants from a specific employer to be inputted over a period of a few days. This allows all applicants from an employer to be matched with all the applicants from that employer.

The current batch file name is always displayed at the bottom left of the screen. When a unique batch file is created, the system will request the operator to input an employer code.

<< Please enter default employer code: ---- >>

By inputting an employer code, all applicants' records inputted will automatically have that employer's information inputted. If the inputted employer code is not found the system will say:
<< Couldn't find this code. Strike a key when ready... >>

When a key is pressed, the employer code field is cleared and ready to be re-inputted. By pressing the return key without inputting an employer code, the system will move to the next screen and no employer information will be inputted into the applicant records by the system.

7.1.1.2/ Operational Functions and Features

ADD
All variables in the applicant record appear on the one screen.

Identification Number: It is a 10 digit number consisting of the entry date (the last two digits of the year, month and day) and a four digit daily sequence number. This unique number which remains with the applicant record is inputted automatically by the system. It establishes date of entry into the system and is used to find records within the applicant file. Since the number appears on the matchlists, it can be used by an applicant to identify themselves.

Date of Last Contact: It is a six digit number consisting of the last two digits of the year, month and day. It is inputted automatically every time the record is saved and therefore identifies the date of the last transaction. Date of last contact is used as the basis for generating the purge mailer and for purging the file.

Applicant First and Last Name: These names are converted to upper case automatically.

Postal Code: After inputting a postal code, the geographic file is searched for a match. If the postal code is found, the corresponding x and y grid co-ordinate and zone number are inputted by the system automatically. If the postal code is not found, the information must be inputted manually. In this case the system will automatically put zeros in the co-ordinate fields and the cursor will move to the first field (x co-ordinate). The alpha characters of the postal code are automatically

capitalized. If no postal code is inputted the system will automatically skip over co-ordinates and zone.

Employer Information: The employer information can be inputted in three ways:

1/ If an employer code has been identified for the batch file, then the employer information is inputted automatically.

2/ If the employer code has not been identified with the batch file, an employer code can be inputted in the space provided. The system will search the employer file for the code. If it is a valid employer code, the information will be displayed and inputted.

3/ If the employer information is not in the file, the employer code can be skipped over and the information can be inputted manually.

Work postal code functions in the same way as home postal code.

If any employer information changes, then all applicant records from the employer must be re-saved or updated.

Work Department Name: This is the department name of the individual applicant; it can also contain the internal department address. It is used if the matchlists are to be mailed through the employer's internal mail system.

Comments: The comment variable can be used by the applicant to indicate specific commuting preferences or requirements, i.e., no smokers, specific days, fares.

Usual Commuting Method: There are six options:
1/ Drive alone
2/ Carpool
3/ Vanpool
4/ Public transit
5/ Walk, cycle
6/ Other

These options appear at the left of the screen as a reminder to the operator when the variable is addressed. This information appears on the matchlist and is used for statistical purposes in terms of knowing the travel mode of people interested in ridesharing matching services.

Nature of Work Hours: There are three options:
1/ Fixed hours
2/ Flexible hours
3/ Shift

These options appear at the left of the screen when the variable is addressed.

Usual Work Hours: The system accepts only one set of work hours. The hours can be either in the AM/PM system or in the 24 hour clock. All characters of the time must be inputted, e.g., "08:00" rather than "8:00" for eight o'clock. If the return key is pressed after inputting the time

an "H" will appear indicating that the 24 hour clock system is being used. If the AM/PM system is being used the "A" key is used to input AM and the "P" key is used to input PM. The two time systems can be mixed without any problem.

Interest in Carpooling: There are two options:
1/ Regular basis
2/ Occasionally

The occasional option is valuable in that it encourages people to register in the system without requiring a total commitment to forming a carpool. The options appear at the left of the screen when the variable is addressed.

Carpooling Preference: There are four options:
1/ Be driver (only)
2/ Be rider (only)
3/ Share driving
4/ Ride or drive

These options appear at the left of the screen when the variable is addressed.

Language: There are two options:
1/ English
2/ French

This is used to determine the language of the correspondence to an applicant. These options appear at the left of the screen also.

Duplicate Check: After inputting a new applicant's home information, the system offers the operator an opportunity to determine if the applicant is already in the system.

<<Do you want to see if this person is already in the system [Y/N]?>>

If the operator answers no, then the cursor moves on to employer code. If yes, the operator is asked:

<<Do you want the first initial to be included in the matches [Y/N]?>>

If there are no matches the system will say:

<<No matches. Strike a key when ready...>>

If there are matches, the system displays, in the lower half of the screen, the:
- ID number
- First name
- Address -- street number and name
- Home phone number

The system will display up to six potential duplicates at one time; additional names can be seen by scrolling up or down.

If the applicant is not in the system, the operator should press the "F10" key to return to the full applicant maintenance screen. The inputted information will remain and the remaining applicant information can be inputted.

If the applicant is already in the system, the operator should press the "F9" key. The inputted information will replace any of the old information.

Error Detection: Many of the variables will only accept logical responses:
- phone numbers -- only numeric value accepted
- postal code -- only an alpha, numeric, alpha, numeric, alpha, numeric sequence is accepted
- xy co-ordinate -- only numeric values accepted
- zone numbers -- only numeric values accepted
- answers to preference questions -- non-specified numbers appear as blanks when inputted and the cursor will move to the next variable.
- working hours -- only numeric values
  -- only valid times of day

Hold Feature: After inputting the last variable (language), the system will determine if the record is to be saved or put on hold.

The record will be put on hold if any one of the following essential variables have not been inputted:
- last name
- street name
- home city
- home postal code
- home x co-ordinate
- home y co-ordinate
- home zone
- employer postal code
- work x co-ordinate
- work y co-ordinate
- work zone
- arrival time
- departure time
- language

See Save-Hold function.

CHANGE

Before changing a record, it must be displayed on the screen. If the operator goes directly to the change function from the Ridesharing Subsystem, there will be no record displayed when the change function is selected. A record can be found in "change" by inputting the ID number.

<<Please enter an ID number: ---------->>

FIND

<<A record can be found by using name or ID number.

Last name:---------- First name:---------- ID number:-------->>

If name is used, the last name can be used alone, or both the last name and the first name (or initial). The names do not need to be capitalized. If an exact match is not found, the system will say:

<<Record not found, next record displayed. Strike a key when ready...>>

To use the ID number to find a record, press the return key to have the cursor skip over the name fields. The 10 digits of the ID number must be inputted. If the ID number inputted is not found the system will say:

<<Record not found, next record displayed. Strike a key when ready...>>

PREV-NEXT
The order of the records will be alphabetically or by ID number depending on which way the last find was made.

SAVE-HOLD
The system automatically determines if a record is to be saved or put on hold. A record is saved if all essential variables have been inputted. A record which has been saved is available for matching. If one essential variable is missing, the record is put on hold. When an applicant is on hold, it means the applicant has been inputted into the applicant file, but because of the missing information the record is not added to the batch file and can not be used for matching. To determine which records are on hold, the operator can print out the "Applicants on Hold Report". This report identifies the record by ID number and name and indicates which variable is missing.
When a record is displayed the system indicates:

<<This applicant is NOT on hold.>>

<<This applicant is on HOLD.>>

When the missing information has been obtained, the record can be found, completed and saved.

The date of last contact is updated whenever a record is saved.

UPDATE
The update function is used to incorporate changes into the applicant file when matchlists are not required. This function updates the record but does not save it in the batch file for processing. The operator must move the cursor to the update function after the system has automatically moved the cursor to the save function.

DELETE
The delete function is used to delete the record displayed on the screen. After entering delete, the system will ask:

<<Are you sure you want to delete this data [Y/N]?>>

QUICKSEARCH
The Quicksearch Program can be accessed through the Applicant Maintenance Program. This program can be used to do a search immediately after inputting the data of an applicant who may be on the phone. When the Quicksearch Program is accessed through Applicant Maintenance, the

applicant's name, home postal code, home co-ordinates, home zone, work postal code, work co-ordinates, work zone and work hours of the displayed record is inputted on to the quicksearch screen.

7.1.2/ Quicksearch

The Quicksearch Program is used to do an on-line search for an individual requesting matching information. It is most applicable to situations when the individual is on the phone and would like information immediately. The quicksearch can be performed for an individual who is in the applicant file. Within a minute of inputting the essential matching information, the individual can have the names of potential pooling partners, the names of vanpool operators serving their route, the telephone numbers of transit service and the locations of convenient carpool parking lots.

The program can produce a hard copy of the matching information. This is used when the individual would prefer to call back later for the results. The quicksearch results are not normally mailed to the individual. If the individual provides all of the required information for input into the applicant record, quicksearch can be used to produce a matchlist and covering letter.

7.1.2.1/ Operational Functions and Features

All elements of quicksearch appear on the one screen. The default search parameters will automatically appear on the screen. If quicksearch is entered directly, the variables will be blank. If quicksearch is entered through applicant maintenance, the displayed applicant's matching variables (home and work postal code, x and y co-ordinate and zone number and the arrive and leave time) will appear.

ENTER SEARCH DATA
This function is used when quicksearch has been entered directly from the Ridesharing Subsystem. It allows the operator to enter search data and make temporary changes to the system parameters.

Home/Work Postal Code After entering a postal code, the geographic file is searched for a match. If the postal code is found, the corresponding x and y co-ordinates and zone number are inputted by the system automatically. If the postal code is not found, this information must be inputted manually. The alpha characters of the postal code are automatically capitalized. The postal codes, the x y co-ordinates and zone numbers are essential to operate the quicksearch.

Arrive/Leave Time The system accepts only one set of work hours. The hours can be either in the AM/PM system or in the 24 hour clock. (See 7.1.1.2 Usual Work Hours for more detail).

Search Parameters The search parameters are:
- time window for arrival
- time window for departure
- home search distance
- home weighting factor
- work search distance
- work weighting factor

The parameters will be inputted automatically from the system parameters file (See 7.1.6 Reset System Parameters for more details).

Names The first and last name of the applicant can be inputted. The name will appear on the hard copy of the quicksearch results when it is printed.

CHANGE DATA
This function is used to change the displayed variables and the search parameters.

SEARCH
This function is used to perform the search. When SEARCH is entered, the screen displays the following table:

```
<<DESIRED SEARCHES        NO. SOUGHT      NO. FOUND   SEARCH RADIUS
    CARPOOL MATCHES:  Y       8              0
  VANPOOL OPERATORS:  Y       3              0
    TRANSIT SERVICE:  Y                      0
       PARKING LOTS:  Y                      0
  Reset DESIRED SEARCHES and NO. SOUGHT [Y/N/e(X)it] N>>
```

The system assumes that all four searches will be performed. The numbers of carpool and vanpool searches sought are inputted automatically from the system parameter file. The numbers of transit operators and parking lots sought are not displayed because all appropriate transit operators and parking lots are displayed and/or printed. The number of matches sought and the searches desired can be reset by answering 'Y' to the Reset Statement.

If some of the searches are not required, they can be reset to 'N'
The number of matches sought can be reset by pressing 'Y' when the cursor is beside the search name.
The maximum number of carpool matches is 10.
The maximum number of vanpool operators is 6.
To initiate the search, answer 'N' to the Reset Statement.

The screen display will indicate the progress of the search with an arrow. The number of matches found for each search will be displayed. The work search radius required to find the number of matches sought is also displayed.

DISPLAY
This function is used to display the results of the quicksearch. The operator can initiate the display for any of the four searches.
<< CARPOOL MATCHES VANPOOL OPERATORS TRANSIT SERVICE PARKING LOTS >>

Carpool Matches When 'carpool matches' is selected the best match is displayed. The number of matches found is also displayed. To display additional matches, scroll backwards and forwards through the results using the vertical directional key. The matches are ordered by convenience ranking. The ranking of the match shown is also displayed. The applicant information displayed includes:

Name
Home Phone Work Phone
Direction from applicant's home
Distance from applicant's home
Home street name
Nearest major intersection
City Postal Code

Interest in pooling
Carpooling preference
Usual commuting method
Comments
Nature of work hours
Usual work hours
Employer name
Work street number and name
Nearest major intersection
City Postal code

The system will indicate if no matches are found.
<< NO CARPOOL MATCHES WERE FOUND >>

Vanpool Operators The cursor is moved to 'vanpool operators' by using the horizontal directional keys. When 'vanpool operators' is entered the best match is displayed. The number of matches found is also displayed. To display additional matches the vertical directional key is used. The ranking of the match shown is also displayed. The vanpool operator information displayed includes:

Name
Home street name
Nearest major intersection
City Postal code
Home phone
Work phone

Seating capacity and colour of van
Employer name
Work street number and name
Nearest major intersection
City Postal code
Arriving and leaving time
Weekly rates
Comments

The system will indicate if no matches were found.
<< NO VANPOOL OPERATORS WERE FOUND >>

Transit Service The cursor is moved to 'transit service' by using the horizontal directional keys. When 'transit service' is entered, a listing of transit operators and information telephone numbers is displayed.

The system will indicate if no matches were found.
<< NO TRANSIT SERVICE FOUND >>

Parking Lots The cursor is moved to 'parking lots' by using the horizontal directional keys. When 'parking lots' is entered, a list of carpool parking lots is displayed.

The system will indicate if no matches were found.
<< NO PARKING LOTS FOUND >>

The display function is exited by pressing the End key.

PRINT
This function is used to print the quicksearch results or matchlist. The system will indicate which printer will be used. The system asks:
<< Do you want the results in English or French? [E/F] E >>

After entering the answer, the system will ask:
<< Would you like a letter to be included? [Y/N]

'Y' displays the selections for the mailing address information at the top of the letter and the letter choice. The system will indicate if either the English or French version of the selected letter is missing (see 7.1.3.2 Describing the Covering Letter).
The system will ask:
<< Change these [Y/N]? >>
'Y' moves the cursor to the mailing address selection.
'N' displays the print menu in the lower part of the screen.
'N' displays the print menu.

SAVE MATCHES

This function is used to save the quicksearch results or matchlist for printing at a later time through the Print Batch Search/Quicksearch program. The system will ask:
<< Do you want the results in English or French? [E/F] E >>
After entering the answer, the system will ask:
<< Would you like the letter to be included? [Y/N]
'Y' displays the selections for mailing address information and letter choice.
The system will ask:
<< Change these [Y/N]? >>
'Y' moves the cursor to make changes
'N' initiates the saving of results
'N' initiates the saving of results.
While in the process of saving the results the system will say:
<< SAVING RESULTS IN QUICKSEARCH RESULTS FILE >>
When the save is completed the system will say:
<< RESULTS SAVED IN QUICKSEARCH RESULTS FILE >>
Each quicksearch results or matchlist is added to the file.

7.1.3/ Batch Search

This program is used to process and print applicant matchlists, follow-up matchlists and purge mailers in the batch mode.

7.1.3.1/ Selecting the Batch File

To operate the batch search the desired batch file must be selected. The default batch file (DBTH.DAT) will be inputted automatically. The system will ask:
<< Change this [Y/N/List/Quit] ? N >>
'Y' allows the operator to input a different batch file name
'N' is the system default. When entered into the the system, the system moves on to the next screen.
'L' List is used to list all batch files which have yet to be processed.
The batch file listing includes:
- batch file name
- time of last update
- date of last update
- number of entries/applicants to be matched

'Q' Quit returns the system to the Ridesharing Subsystem Menu.

All batch files must end with the suffix '.DAT'.

If the inputted batch file name is PURM.DAT (in capitals only), the system will ask:
<< IS THIS A PURGE MAILER BATCH [Y/N]? Y>>
'Y' sets the system for the purge mailer which does not require any matching and moves the system to the next screen.
'N' makes the system ask:
<< Are you sure [Y/N]? N >>
'Y' moves the system to the next screen
'N' moves the cursor to the change question

If the inputted batch file name is FLUP.DAT (in capitals only), the system will ask:
<< IS THIS A FOLLOW-UP BATCH SEARCH [Y/N]? >>
'Y' sets the system for the follow-up batch search and moves the system to the next screen.
'N' makes the system ask:
<< ARE YOU SURE [Y/N]? N >>
'Y' moves the system to the next screen
'N' moves the cursor to the change question

7.1.3.2/ Describing the Covering Letter
Selecting the Mailing Address The system can produce two different mailing address options. The two options are:

1/ The name and full home address of the applicant. This is used when the matchlists are mailed directly to an applicant's home.
2/ The name, department name and employer name. This is used when mailing the matchlists through the employer's internal mail system. The applicant's department name is found on the applicant's record.

Selecting the Printed Order of the Matchlists The matchlists can be printed in five different orders:

1/ Employer Code - can be used when people from several different employers are in the same batch file.
2/ Identification code
3/ Postal code - can be used to sort letters for mailing purposes.
4/ Work phone number - can be used for some employers to assist in mailing matchlists through internal mail
5/ Last and first names - can be used if specific matchlists need to be found within a large batch run.

Selecting the Covering Letter Various types of letters can be inputted into the system (See 3.8 Letters/7.1.7 Edit System Letters). The system offers three specific letters from which to choose, and the 'other' option allows the operator to choose any other letter which may be in the system. The letter options are:
1/ Standard - oriented to a new applicant or applicants requesting a new matchlist. The letter name 'SLETT' is inputted automatically.
2/ Follow-up - oriented to an applicant who has been in the system for a specific length of time and is sent an updated matchlist. The letter name 'FLETT' is inputted automatically.

3/ Purge - this letter is sent to applicants who have been in the system for a specific length of time. It is sent to determine if the applicant wishes to remain in the system. The letter name 'PLETT' is inputted automatically.
4/ Other - any letter that has been inputted into the system can be incorporated into the matchlists. This is used for special circumstances. The letter name can be described with up to eight characters. The system will indicate if the English or French version of the selected letter is missing.
<< English version missing >>
<< French version missing >>

Changing Letter Description The system asks:
<< Change these [Y/N/Backup]?
'Y' moves the cursor to the mailing address selection
'N' displays the next screen
'B' Backup displays the previous screen

7.1.3.3/ Selecting the Carpool and Vanpool Search Parameters
The system displays the default values for the search parameters (See 7.1.6 Reset System Parameters). These parameters can be changed for a specific run. The system asks:
<< Change these [Y/N/Backup]? >>
'Y' moves the cursor to the right of the list under the heading new values. If there is no change to a parameter, the return key is pressed and the existing value is inputted.
'N' displays the next screen
'B' Backup displays the previous screen

7.1.3.4/ Selecting Parking Lot Search Parameters
The system displays the default values for the parking search parameters (See 7.1.6 Reset System Parameters). These parameters can be changed for a specific run. The system asks:
<< Change these [Y/N/Backup]? >>
'Y' moves the cursor to the right of the list under the heading new values. If there is no change to a parameter, the return key is pressed and the existing value is inputted.
'N' displays the next screen
'B' backup displays the previous screen.

7.1.3.5/ Processing Options
There are three options in terms of processing and printing the matchlists.
1/ Print as found - the matchlists are printed as the system processes them. While this option generates the matchlists immediately, there is a risk that all processing may be lost if there is a printer or system failure.

2/ Save to file - with this option the results of the matching are saved in a file to be printed later. If there was a printer or system failure during printing, the printing could be re-initiated from the file without re-processing of the matchlists.

3/ Save to file then print - with this option the results are saved to file and then printed in one process.

If the results of a matching are saved to file, any previous results in the file will be lost.

If option 1 or 3 is selected, the printer selection will appear on the bottom left hand corner of the screen.

7.1.3.6/ Processing

After selecting any of the three processing options, the system will display:

- the name of the batch file being processed
- the number of applicants remaining to be processed
- the number of applicants processed
- the employer code of the applicant being processed
- the name (first and last) of the applicant being processed
- the component of the matchlist currently being processed
- the number of carpool and vanpool searches sought
- the number of matches found
- the search radius required to find the number of carpool matches sought
- the number of transit and carpool parking lots found
- the control keys for processing and printing

    Enter - Print
    Esc - Reset
    \- - Suspend
    \+ - Continue
    End - Exit

The control keys can be used to terminate or suspend processing of the batch file. The control keys are operational for about one second between the processing of each applicant (this is indicted by a diamond in the on or off position).

When '1) print as found' is selected the control key enter must be pressed to initiate the processing and printing.

7.1.3.7/ Batch Search Results (See 5.5)

When all matchlists have been processed the system will ask:
<< Do you want a summary of the Batch Search results [Y/N]? >>
If yes is answered, the system asks:
<< Do you want the Summary in English or French? [E/F] E >>

7.1.4/ Print Batch Search/Quicksearch

This program is used to print:
1/ Batch search letters and matchlists which have been saved to file
2/ Quicksearch results and matchlists which have been saved to file
3/ Print the batch search and quicksearch print files in one process

After entering the selection, the screen will display the control keys used for printing, the status of the print operation and a feature which can be used to select specific segments of the print file.

The system default assumes that all records in the print file are to be printed. If only a segment of the print file needs to be printed, the operator can use 'Reset' to change the starting and ending record for

printing. This feature is valuable when there are constraints on printing time available or if the printer malfunctions during printing.

The control keys are functional at any time during printing.

When the last record has been printed the system asks:
<< Print OK [Y/N/Quit/Continue]? >>
'Y' deletes the entire print file
'N' returns the cursor to the reset position
'Q' Quit exits the program
'C' Continue returns to the Print Batch Search/Quicksearch Menu

The system will indicate if the print file is empty.

7.1.5/ Delete Batch Files

This program is used to delete any unwanted batch files.

The system lists all the batch files, the time and date of the last update and the number of entries. To delete a batch file, its name is entered in the space provided. When enter is pressed, the system will ask:
<< Confirm Delete [Y/N/Quit]? >>
'Y' deletes the batch file
'N' returns the cursor to a blank batch name entry position
'Q' exits the program

To exit the program, the space for the batch file name is left blank and enter is pressed.

7.1.6/ Reset System Parameters

This program is used to set system default values for the carpool and vanpool search parameters and for the parking lot search parameters.

Carpool and Vanpool Parameters These parameters include:
1/ **Maximum separation from home (home distance)** This parameter defines the size of the search area around an applicant's home. This value is in 1/10 kilometres.

2/ **Weight for home separation** This number forms part of the ratio which can be used to alter the relationship between the home separation distance and the work separation distance. This value can be between 1 and 9.

3/ **Maximum separation from work (work distance)** This parameter defines the size of the search area around an applicant's work location. This value is in 1/10 kilometres.

4/ **Weight for work separation** This number forms the second part of the ratio which can be used to alter the relationship between the home separation distance and the work separation distance. This value can be between 1 and 9.

5/ **Number of carpool matches sought** The maximum number of carpool matches which can be sought is 10.

6/ **Number of vanpool matches sought** The maximum number of vanpool operator matches which can be sought is 6.

7/ **Arrival time window** The before and after values (minutes) establish a time window around the applicant's arrival time. The applicant can only be matched with other applicants whose arrival times are within that time window. The maximum size of the time window on either side of the arrival time is 99 minutes.

8/ **Departure time window** The before and after values (minutes) establish a time window around the applicant's departure time.

The system parameters can be changed. The system asks:
<< Change these [Y/N]? >>
'Y' moves the cursor to the right of the list under the heading 'new values'. If there is no change to a parameter, the return key is pressed and the existing value is inputted.
'N' displays the next screen.

Parking Search Parameters These parameters include:
1/ **Major axis distance** This parameter defines the maximum total distance from the applicant's home to the parking lot and from the parking lot to the applicant's home. This value is in 1/10 kilometres.

2/ **Extra distance** This parameter defines the maximum extra distance which is in addition to the distance between home and work. This value is in 1/10 kilometres.

3/ **Parking search radius** This parameter defines the maximum distance from the applicant's home to the parking lot. This value is in 1/10 kilometres.

Batch File Parameters This parameter establishes the system's default batch file name. The four character name inputted is usually the daily batch file name.

Parking search and batch file parameters can be changed. The system asks:
<< Change these [Y/N/B = Back]? >>
'Y' moves the cursor to the right of the list under the heading 'new values'. If there is no change to a parameter, the return key is pressed and the existing value is inputted.
'N' displays the next screen.
'B = Back' displays the previous screen

File Update To input the changes into the system, the system asks:
<< Update File [Y/N/B = Back]? >>
'Y' updates file
'N' nc changes are incorporated into the system parameter file
'B = Back' displays previous screen

7.1.7/ Edit System Letters

This program is used to input and edit letters, the no match message and to supply the codes for printer types and compressions. Both English and French versions of the letters and messages can be inputted through this program.

To enter, input an existing letter name or a new name in the space provided. For letters and messages the system allows space for 65 characters across and 60 lines down. Features include Alt-A:Add line and Alt-D:Delete line (both keys must be pressed at the same time).

The bottom of the text should be indicated by using Alt-E:Mark end; otherwise any blank space to line 60 would be outputted in the letter or message.

After making changes or adding a new letter, the letter or message must be saved by using Alt-S:Save letter. If the letter already exists the system will ask:
<< Confirm Overwrite of (File Name) [Y/N]? N >>

To exit the input screen without saving a letter Alt-X:Start over is used.

The 'PRINTERS.TXT' file is used to identify printer types and compressions. Care should be taken when setting these codes for the printers.

To exit the program the letter name is left blank and enter is pressed.

7.2/ Vanpool Subsystem

Through this program, vanpool operator information can be added, changed, saved, deleted and printed, and a matchlist can be produced. Only one vanpool operator is processed at a time.

Subsystem Input - Output
Input - vanpool operator information on-line
Output - process and print vanpool operator matchlist
- print vanpool operator information

This program is used to input information on actual vanpool operators. It can also be used to assist possible vanpool operators to identify potential riders. An individual investigating the possibility of establishing a vanpool could be inputted into the system and a matchlist could be produced. Once the matchlist is produced, the information would have to be deleted (or at least the service area zones) because it is desirable to have only operating vanpools appear on applicants' matchlists.

7.2.1/ Operational Functions and Features

ADD
All variables in the vanpool operator's record appear on the one screen.

Identification Number It is a ten digit number consisting of the entry date (the last two digits of the year, month and day) and a one

time sequence number. This unique number, which remains with the vanpool operator record, is inputted automatically. It establishes date of entry into the system and is used to find records within the vanpool operator file. Since the number appears on the vanpool operator matchlist, it can be used by a vanpool operator to identify themselves.

Date of Last Contact It is a six digit number consisting of the last two digits of the year, month and day. It is inputted every time the record is saved and therefore identifies the date of the last transaction. Date of last contact is used as the basis for purging of the file.

Vanpool operator first and last name These names are not converted to upper case automatically.

Street Number It is automatically right justified.

Postal Code After entering a postal code, the geographic file is searched for a match. If the postal code is found, the corresponding x and y grid co-ordinates and zone number are inputted automatically. If the postal code is not found, the information must be inputted manually. The alpha characters of the postal code are automatically capitalized.

Employer Information The employer information can be inputted in two ways

a) When an employer code is inputted, the system will search the employer file for the code. If it is a valid employer code, the information will be displayed and inputted.

b) If the employer information is not in the file, the employer code can be skipped over and the information can be inputted manually.

Work postal code functions the same as home postal code. If any of the employer information changes, then all vanpool operator records from that employer must be a re-saved.

Work Zone The vanpool operator's work end service area is defined through the zone system. Up to five zones can be identified as being served at the work end of the vanpool trip. The approximate arrival time and departure time from each work zone should be inputted. The system accepts either the AM/PM system or the 24 hour clock. All characters of the time must be inputted eg., "08:00" rather than '8:00'. If the return key is pressed after inputting the time an "H" will appear indicating that the 24 hour clock system is being used. If the AM/PM system is being used, the "A" key is used to input AM and the "P" key is used to input PM.

Home Zones Up to 15 zones can be identified as being served for pickups at the home end.

Fares The system allows for a fare range or a single fare to be inputted.

Colour The colour(s) of the van can be inputted. It is valuable in identifying specific vans that a commuter has seen along the commuting trip.

Language There are two options:
1/ English
2/ French

This is used to determine the language of the correspondence to a vanpool operator.

Comments The comment variable can be used by the vanpool operator to indicate specific commuting preferences, requirements or promotions.

Error Detections Many of the variables will only accept logical responses:
a) phone numbers - only numeric values accepted
b) postal code - only an alpha, numeric, alpha, numeric, alpha, numeric sequence is accepted.
c) x y co-ordinates - only numeric values accepted
d) zone numbers - only numeric values accepted
e) arrival and departure times - only numeric values accepted

CHANGE
This function is used to change the information in the record that is being displayed.

FIND
A record can be found by using last name or ID number.
<< Last name: ---------- ID number: ---- >>
The name has to be inputted in the same way that it appears on the record. If an exact match is not found the system will say:
<< NEXT >>
To use the ID number to find a record, press the return key to have the cursor skip over the name field. The four digit vanpool operator ID number is inputted. If the inputted ID number is not found the system will say:
<< NEXT >>

SEARCH
This function is used to produce a vanpool operator matchlist. The matchlist contains:
- a covering letter (note: the covering letter and matchlist can only be addressed to the vanpool operator's home);
- a list of the names of applicants who live in the home zones and work in the work zones that the vanpool operator has selected;
- list of other vanpool operators serving any of the same home and work zones; and
- list of appropriate carpool parking lots.

A vanpool operator record must be displayed before a search can be initiated.

When SEARCH is entered, the lower 2/3 of the screen is cleared to be used for information related to the processing of the search.

Desired Matches This value determines the maximum number of applicant matches to be sought. The system default for desired matches is 50. To change this number the system says:
<< RESET DESIRED MATCHES [Y/N/eXit]? N >>

'Y' moves the cursor to the number. The maximum number of desired matches is 100.
'N' moves the system to letter choice
'eXit' exits the search function

Letter Choice A letter for vanpool operators can appear on the vanpool operator matchlist. The system default for the letter is VANLETTR.ENG. Special letters can be created if necessary. To change this letter to another letter previously inputted into the system, the system will ask:
<< RESET LETTER CHOICE [Y/N/eXit]? N >>
'Y' moves the cursor to the letter name for input of another name. The vanpool operator letter name can consist of up to eight characters with an additional three character suffix which designates English or French. If the letter is not in the system, the system will say:
<< Not found >>
'N' moves the system to Parking Search Parameters
'eXit' exits the search function.

If the vanpool operator requested the matchlist in English, then the English letter will appear, if the vanpool operator requested the list in French, the French letter will appear.

Parking Lot Search Parameters The system defaults for the parking search parameters are displayed. To change these the system says:
<< RESET PARKING PARAMETERS [Y/N/eXit]? N >>
'Y' moves the cursor to the major axis distance value. The new values are inputted over the old values. If no change is desired the return key is pressed to pass over the parameter's value. All values are in 1/10 kilometres.
'N' initiates the search
'eXit' exits the search function

Search Process During the search the system will say:
<< Now searching ... >>
The system will display:
- the number of applicant matches found,
- the number of vanpool operators found, and
- the number of parking lots found.

Print Once the search is completed the print menu will be displayed. As the print proceeds, the number of pages printed and the number of matches printed are displayed.

SAVE
After inputting the last variable (comments) the system will automatically move to the save function. The record is saved even if the information on the vanpool operator is incomplete. There is no hold feature in the vanpool subsystem. Vanpool operator records with incomplete information should be documented manually. Before a matchlist is attempted the operator should ensure that all essential information is inputted. Also a vanpool operator whose information is incomplete will not appear on applicants' matchlists. Date of last contact is inputted automatically when the record is saved.

DELETE
The delete function is used to delete the record displayed on the screen. After entering DELETE, the system will ask:
<< CONFIRM DELETE [Y/N]? N >>
'Y' moves the cursor to the next question
<< PRINT RECORD [Y/N]? Y >>
'Y' allows the ridesharing office to produce a hard copy of a deleted vanpool operator record. When inputted the system moves to the next question:
<< Do you want the Record in English or French? [E/F] E
When this selection is made, the delete is initiated and the record is printed
'N' initiates the delete
'N' returns the cursor to the delete function
When the delete is complete the system will say:
<< DELETE SUCCESSFUL >>

PRINT
This function is used to print the displayed vanpool operator record. When PRINT is entered, the system asks:
<< Do you want the Record in English or French? [E/F] E >>

7.3/ Secondary File Maintenance

Programs within this subsystem are:
1/ Employer File Maintenance
2/ Transit File Maintenance
3/ Parking Lot File Maintenance
4/ Geographic File Maintenance

Subsystem Input-Output
Input - employer information
- transit operator information
- carpool parking lot information
- postal code, x, y co-ordinate, zone information

7.3.1/ Employer File Maintenance

Information on employers is inputted into the system through the employer file maintenance program.

7.3.1.1/ Operational Functions and Features

ADD
All variables in the employer record appear on the one screen.

Identification Number
It is a ten digit number consisting of the entry date (the last two digits of the year, month and day) and a one time sequence number. This unique number which remains with the employer record is inputted automatically by the system. It establishes date of entry into the system and is used to find records within the employer file.

Last Contact
It is a six digit number consisting of the last two digits of the year, month and day. It is inputted every time the record is saved and,

therefore, identifies the date of the last activity on the record. Date of last contact is used as the basis for purging of the file.

Street Number
It is right justified upon input.

Postal Code
The postal code is used to locate the employer's spatial location. In some cases the postal code on the mailing address can not be used because the postal code is related to a post office box rather than a street address. In this situation the postal code should be left blank and the X and Y co-ordinates and zone number inputted manually. After inputting a postal code which does represent the employer's location, the geographic file is searched. If the postal code is found, the corresponding X and Y grid co-ordinate and zone number are inputted automatically. The alpha characters of the postal code are automatically capitalized.

Co-ordinator
This is the name of the person who is co-ordinating the activities of the ridesharing program at the employer.

Number of Employees
This number is used to determine the participation rate of the employees at the employer.

Last Update
This date, a six digit number consisting of year, month, day, is inputted by the ridesharing office. It is the date of the last full update of applicant information at the employer.

Mail Postal Code
This is the postal code used in the mailing address.

Message
This eight line 480 character field can be used by the employer to insert a unique message into the covering letter of an employee applicant's matchlist. It provides a more personalized touch to the matchlist. It is often used to identify the employer's co-ordinator and to promote various incentives offered by the employer, such as, preferential parking.

CHANGE
This function is used to change the information in the record that is being displayed.

FIND
A record can be found by using the employer name or ID number.
<< Employer name: ---------- ID number: ---- >>
The name has to be inputted in the same way (including upper and lower case) that it appears on the record. If an exact match is not found the system will say:
<< NEXT >> or << PREVIOUS >>

To use the ID number to find a record, press the return key to have the cursor skip over the name field. The last four digits (sequence number) of the ID number must be inputted. If the inputted number is not found

the system will say:
<< NEXT >> or << PREVIOUS >>

SAVE
After inputting the last variable (message) the system will automatically move to the save function. The record will be saved even if the information on the employer is incomplete. Employer records with incomplete information should be documented manually. Date of last contact is inputted automatically when the record is saved.

DELETE
The delete function is used to delete the record displayed on the screen. After entering DELETE, the system will say:
<< CONFIRM DELETE OF RECORD [Y/N]? >>
'Y' initiates the delete
'N' returns the cursor to the delete function
When the delete is complete the system will say:
<< DELETE SUCCESSFUL >>

7.3.2 Transit File Maintenance

Information on transit operators is inputted into the system through the transit file maintenance program.

7.3.2.1/ Operational Functions and Features

ADD
All variables in the transit operator record appear on the same screen.

Identification Numbers
It is a ten digit number consisting of the entry date (the last two digits of the year, month and day) and a one time sequence number. This unique number which remains with the transit operator record is inputted automatically. It establishes date of entry into the system and is used to find records within the file.

Last Contact Date
It is a six digit number consisting of the last two digits of the year, month and day. It is inputted every time the record is saved.

Contact
It is the name of a person who can be contacted to obtain information about service area changes.

For Transit Info
This is the telephone number the public can phone for transit information.

Zone Served
The area served by the transit operator is defined by the zone system. There is space for 152 zones. If the transit operator serves more than 152 zones, the same information can be inputted with a different identification number. The system will not print a duplicate transit operator name on a matchlist.

FIND
A record can be found by using the transit operator name or ID number.
<< Transit Optr: ---------- ID number: ---- >>
The name has to be inputted in the same way (including upper and lower case) that it appears on the record. If an exact match is not found the system will say:
<< NEXT >> or << PREVIOUS >>
To use the identification number to find a record, press the return key to have the cursor skip over the name field. The last four digits (sequence number) of the ID number must be inputted. If the inputted number is not found the system will say:
<< NEXT >> or << PREVIOUS >>

SAVE
After inputting the last variable (zones served) the system will automatically move to the save function. The record will be saved even if the information on the transit operator is incomplete. Transit operators with incomplete information should be documented manually.

Date of last contact is inputted automatically when the record is saved.

DELETE
The delete function is used to delete the record displayed on the screen. After entering DELETE, the system will say:
<< CONFIRM DELETE OF RECORD [Y/N]? >>
'Y' initiates the delete.
'N' returns the cursor to the delete function.
When the delete is complete the system will say:
<< DELETE SUCCESSFUL >>

7.3.3/ Parking Lot File Maintenance

Information on carpool parking lots is inputted into the system through the parking lot file maintenance program.

7.3.3.1/ Operational Functions and Features

ADD
All variables in the parking lot record appear on the same screen.

Parking Lot Name
This information usually includes the names of the intersecting roads closest to the lot location.

Co-ordinates
The x and y grid co-ordinates are inputted manually.

FIND
A parking lot record can be found by using the lot name.
<< ENTER PARKING LOT: ---------- >>

The name has to be inputted in the same way (including upper and lower case) that it appears on the record. If an exact match is not found the system will display adjacent record (alphabetically) and say:
<< NEXT >> or << PREVIOUS >>

SAVE
After inputting the last variable (y co-ordinate) the system automatically moves to the save function. The record will not be saved if the information on the parking lot is incomplete. In this situation the system will say:
<< MISSING PARKING LOT DATA >>

DELETE
The delete function is used to delete the record displayed on the screen. After entering DELETE, the system will say:
<< CONFIRM DELETE OF RECORD [Y/N]? >>
'Y' initiates the delete
'N' returns the cursor to the delete function
When the delete is complete the system will move to the delete function.

7.3.4/ Geographic File Maintenance

The postal code, corresponding x and y co-ordinates and zone numbers are inputted into the system through the geographic file maintenance program. If large numbers of postal codes are to be inputted, it may be cost efficient to re-create the file using the BTRIEVE utility.

7.3.4.1/ Operational Functions and Features

ADD
All variables in the geographic file record appear on the same screen.

Postal Code
The system capitalizes the alpha characters automatically. Only an alpha, numeric, alpha, numeric, alpha, numeric sequence is accepted.

FIND
A geographic file record can be found by using the postal code
<< ENTER POSTAL CODE: ------ >>
If the postal code is not found the system will say:
<< NEXT >> or << PREVIOUS >>

NEXT-PREVIOUS
The file is in alphanumeric order based on postal code.

SAVE
After inputting the last variable (zone number) the system automatically moves to the save function. The record can not be saved if there is any missing information. The system will say:
<< MISSING POSTAL DATA >>

DELETE
The delete function is used to delete the record displayed on the screen. After entering DELETE, the system will say:
<< CONFIRM DELETE OF RECORD [Y/N]? >>
'Y' initiates the delete
'N' returns the cursor to the delete function.
When the delete is complete the system will move to the delete function.

7.4/ Report Subsystem Menu

Programs within this subsystem are:

A Employer Reports
B Employer Mailing Labels
C Report on Applicants
D Report on Employers
E Vanpool Operators
F Transit Operators
G Carpool Parking Lots
H Purge Mailer
I Follow-up Letter/Matchlist
J Ridesharing Office Stats
K Applicants on Hold Report
L Print Report File

1/ Printer Selection

2/ Language Selection

Subsystem Input - Output

Input - method of applicant contact
- printer selection
- language selection

Output- employer report
- employer mailing labels
- report on applicants
- report of employers
- vanpool operator report
- transit operator report
- carpool parking lot report
- ridesharing office statistics
- applicants on hold report

7.4.1/ Employer Reports

This report summarizes employee applicant information for a specific employer.

Select Employer(s) Two Options:
1/ Select a specific employer.
When option is inputted, system will say:
<< ENTER EMPLOYER IDENTIFICATION CODE: ---- >>
This is the four digit employer sequence number.

2/ Select all employers within a forward sortation area.
When option is inputted, system will say:
<< Enter forward sortation area [FSA] of postal code: --- >>

0/ Exit to Report Subsystem Menu
After the employer code or FSA has been inputted the system will say:
<< ENTER (C)hange, (P)roceed, (B)ack: >>

Order of Applicants' Listing Options are:
1/ Identification code
2/ Last name + First name - this is valuable to the employer co-ordinator for quick reference when an applicant calls.
3/ Postal code + Last name - this is valuable to the employer co-ordinator for manual matching based on postal code.
4/ Date of last contact
0/ Exit to Report Subsystem Menu

Order of Vanpool Operators Options are:
1/ Last name
2/ Postal code (to order vanpool operators by locations)
0/ Exit to Report Subsystem Menu

Output Options are:
1/ Report to be spooled to printer
    If selected the print menu will be displayed.
2/ Report to be saved on disk
    The report can be printed later from the Print Report File program.
3/ Both
0/ Exit to Report Subsystem Menu

When the report is completed the system returns to the Select Employer Screen. If another employer is processed, it will be added to the Employer Reports file.

7.4.2/ Employer Mailing Labels

This report produces mailing labels for employers in the employer file.

Sorted on The two options are:
1/ Employer name
2/ Postal Code

Output to The three options are:
1/ Printer
2/ Disk file
3/ Both

Change Selections
The system will ask:
<< Do you want to change selections [Y/N/Q]? >>
'Y' moves cursor to 'sorted on' selection
'N' initiates print sequence
'Q' returns system to Report Subsystem Menu

Print Sequence
If no changes are desired the system will say:
<< Please set printer ON-LINE and load it with Mailing Labels.
   Press < ENTER > When ready or < Esc > to Quit >>

If enter is pressed:
<< Do you wish to check printer alignment [Y/N]? >>
After alignment has been checked, the print menu will be displayed. The number of records processed will be displayed as well.

Disk File
If output is to be saved on disk, the system will display the number of records processed, employers name and postal code during the processing.

7.4.3/ Report on Applicants

This report is used to summarize and analyse specific segments of the applicant file.

Select Applicant There are three options:
1/ Within a range of last contact dates.
   When option inputted, system will say:
   << Enter last contact dates
         Yy Mm Dd
      from: -- -- -- (press < ENTER > to start with the lowest)
        to: -- -- -- (press < ENTER > to end with the highest) >>
2/ Living in a certain forward sortation area:
   When option inputted, system will say:
   << Enter forward sortation area (FSA) of postal code: --- >>
3/ Working at a specific employer:
   When option inputted, system will say:
   << Enter employer code: ---- >>
4/ Living and/or working in a certain range of zones:
   When option inputted, system will say:
   << Enter Home Zone range: --- to ---
      Enter Work Zone range: --- to --- >>
0/ Exit to Report Subsystem Menu.
   After dates of last contact, FSA, employer code or zone ranges have been inputted, the system will say:
   << Enter (C)hange, (P)roceed, (B)ack: >>

Order of Applicants' Listing Options are:
1/ Identification code
2/ Last name + First name
3/ Postal code + Last name
4/ Date of last contact
5/ Employer code
6/ Work zone
0/ Exit to Report Subsystem Menu.
The selection depends on the purpose of the listing.

Output The options are:
1/ Report to be spooled to printer
   If selected, the 'load paper' reminder will be displayed, the report processed and then the print menu displayed.
2/ Report to be saved on disk
   The report can be printed later from the Print Report File program.
3/ Both
0/ Exit to Report Subsystem Menu

7.4.4/ Report on Employers

This report is a summary of the employers in the employer file.

Output The options are:
1/ Report to be spooled to printer
   If selected the 'set printer' reminder will be displayed and then the print menu.
2/ Report to be saved on disk
   The report can be printed later from the Print Report File program.
3/ Both
0/ Exit to Report Subsystem Menu

7.4.5/ Vanpool Operators

This report provides a listing and statistical summary of vanpool operators.

Select Vanpool Operator(s) Two options are:
1/ Specify a range of last contact dates. When option inputted, system will say:
<< Enter range of last contact dates:
From: ---- YYMM To: ---- YYMM
Are dates entered correctly [Y/N]?
Press Y for Yes, N for No >>
2/ Specify home and work zones
When option inputted, system will say:
<< Enter Home Zones to search for
--- --- --- --- ---
Enter Work Zones to search for
--- --- --- --- ---
Are zones entered correctly [Y/N]?
Press Y for Yes, N for No >>
0/ Return to Main Menu

Order Vanpool Operators Options are:
1/ Identification Code
2/ Last Name
3/ Date of Last Contact
0/ Return to Main Menu

Output Options are:
1/ Report to be spooled to printer
If selected, a status of processing summary and the print menu will be displayed.
2/ Report to be saved on disk
If selected, a status of processing summary is displayed. The report can be printed later from the Print Report File program.
3/ Both
0/ Exit to Report Subsystem Menu

7.4.6/ Transit Operators

This report is a summary of all transit operators in the transit operator file.

Output Options are:
1/ Report to be spooled to printer
If selected, first the printer reminder will be displayed and then the print menu
2/ Report to be saved on disk
The report can be printed later from the Print Report File program.
3/ Both
0/ Exit to Report Subsystem Menu

7.4.7/ Carpool Parking Lots

This report is a summary of the carpool parking lots in the parking lot file.

Output The options are:
1/ Report to be spooled to printer
   When selected, first the printer reminder will be displayed and then the print menu.
2/ Report to be saved on disk
   The report can be printed later from the Print Report File program.
3/ Both
0/ Exit to Report Subsystem Menu

7.4.8/ Purge Mailer

This program is used to identify those applicants who are to receive a letter indicating that they have been in the system for a specified length of time without any contact with the ridesharing office. It can also be used to produce a purge-mailer for all applicants at a specific employer. If applicants do not indicate continued interest in the service they will be purged from the system.
The system will say:
<< Purge Mailer Batch File to be created on the basis of: >>
1/ Last Contact Date Range
   When selected the system will say:
   << A Purge Letter (PLETT)
      will be sent to all people
      whose DATE of LAST CONTACT IS:
            Yy Mm Dd
      FROM: -- -- --
        TO: -- -- --
      ENTER CHOICE [Edit dates, Start, Backup] (E/S/B)?->>
      'E' moves the cursor to the beginning date
      'S' initiates processing
      'B' returns to the previous screen

2/ Employer
   When selected the system will say:
   << Purge Letter (PLETT)
      will be sent to all people
      employed by:
      Employer code: ----
      ENTER CHOICE [Edit code, Start, Backup] (E/S/B)?->>

0/ Exit
   Returns system to Reports Subsystem Menu

When processing is initiated ('S'), the system indicates that PURM.DAT has been created and then displays:
<< Number of Applicants submitted to Batch File PURM DAT: ---- >>
   When completed, the system will say:
<< The Batch File used to produce the Purge Mailer Letters has been created. To obtain results, run the BATCH SEARCH program specifying PURM.DAT as the desired file. PRESS ANY KEY TO EXIT >>

The PURM.DAT file can be added to any number of times before it is processed in the Batch Search Program.

7.4.9/ Follow-up Letter/Matchlist

This program is used to identify the applicants who are to receive a follow-up letter and matchlist because they have been in the system for a specified number of months. It can also be used to produce an employer update.

The system will say:
<< Follow-up Batch File to be created on basis of: >>

1/ Last Contact Date Range
When selected the system will say:
<< Follow-up Letters and Matchlists
will be created for all people
whose Date of Last Contact is:
Yy Mm Dd
From: -- -- --
To: -- -- --
ENTER CHOICE [Edit dates, Start, Backup] (E/S/B)?->>
When processing is initiated, the system indicates that FLUP.DAT has been created and indicates the status of the processing.
<< Number of Applicants submitted to Batch File FLUP.DAT: ---- >>

2/ Employer
When selected the system will say:
<< Follow-up letters and matchlists
will be created for all people
employed by:
Employer code: ----
ENTER CHOICE [Edit code, Start, Backup] (E/S/B)?->>
When processing is initiated, the system indicates that FLUP.DAT has been created and indicates the status of the processing.

When completed the system will say:
<< The Batch File used to produce the Follow-up Letter/Matchlist has been created. To obtain the results, run the BATCH SEARCH program specifying FLUP.DAT as the desired file. PRESS ANY KEY TO EXIT. >>
The FLUP.DAT file can be added to any number of times before it is processed in the Batch Search Program.

7.4.10/ Ridesharing Office Stats

This program is used to document daily and month-to-date activities of the ridesharing office. This report should be produced on a daily basis.

7.4.10.1/ Operational Functions and Features

ZERO DAY
This function is used to return the daily activities and method of contact to zero. This would be done on a daily basis, after the report is printed.

ZERO MONTH-TO-DATE
This function is used to return the month-to-date activities and method of contact to zero. This would be done on a monthly basis after the report is printed.

EDIT CONTACT
This function is used to input or make changes to the method of contact information. When inputted, the numbers have to be manually right justified. The system does not automatically add the daily number to the month-to-date total; the daily number must be added manually.

SAVE
This function is used to save any changes such as zeroing day or month.

GET FILE STATISTICS
This function is used to have the system retrieve the current file statistics.

REPORT
This function is used to process and print the report.
The output options are:
<< Report to 1. Printer 2. Disk 3. Both 0. Quit Enter Choice - >>
When printer is selected the system will display a 'printer reminder'.

7.4.11/ Applicants on Hold Report

This program is used to identify applicants on hold.

Order of Applicants The options are:
1/ By Identification Code
2/ By Last and First name

Output The options are:
1/ Report to be spooled to the printer
When inputted the print menu will be displayed.
2/ Report to be saved on disk
3/ Both
0/ Exit to Reports Subsystem Menu

7.4.12/ Print Report File

This program is used to print those reports which are saved to disk. The reports which can be printed are:

1/ Employer Reports
2/ Employer Mailing Labels
3/ Report on Applicants
4/ Report on Employers
5/ Vanpool Operators
6/ Transit Operators
7/ Ridesharing Office Statistics
8/ Carpool Parking Lots
9/ Applicants on Hold Report

When the option is inputted, the print menu will be displayed if there are data in the file. If the file is empty the system will say:
<< REPORT FILE MISSING. PRESS ANY KEY TO RETRY >>
The information remains in the file until it is replaced with an update.

7.4.13/ Printer Selection

This program is used to select the printer. The options are:
1/ C-Itoh - Letter Quality Printer (LPT1)
2/ Epson - Dot Matrix Printer (LPT2)
0/ Return to Previous Menu
The system displays the current choice.
The current printer selection is displayed in the lower left of many of the screens.

7.4.14/ Language Selection

This program is used to select the language in which the reports are printed. The options are:
1/ English
2/ French

The system displays the current choice. The current language selection is usually displayed in the lower right corner of many of the screens.

7.5/ Purge Files Subsystem

This subsystem is used to purge selected records from three of the data files:
- applicant
- vanpool
- employer

Purges are based on date of last contact. It is important to be careful when operating the purge subsystem. All data in a file may be lost if the system should fail during a purge. No activities should be done until a full backup of the system has been completed. If the purge aborts, the data would have to be restored using the last backup.

Programs within the subsystem are
1/ Purge Applicant File
2/ Purge Vanpool File
3/ Purge Employer File

Subsystem Input - Output
Output - print applicant purge file
- print vanpool purge file
- print employer purge file

7.5.1/ Purge Applicant File

This program is used to purge selected records from the applicant file.
The system will say:
<< HAVE YOU DONE ANY WORK ON THE SYSTEM SINCE YOU MADE YOUR LAST FULL BACKUP? [Y/N] >>
'Y' displays the next screen
<< PLEASE DO A FULL BACKUP BEFORE RUNNING ANY OF THE PURGE PROGRAMS. PRESS ANY KEY TO EXIT PROGRAM >>

The system goes to the Access Menu.
'N' displays the next screen
<< DO YOU REALIZE THAT IF THE PURGE ABORTS YOU MAY HAVE TO RESTORE
YOUR DATA USING YOUR LAST BACKUP? [Y/N] >>
'N' returns system to the Master Menu
'Y' displays next screen
<< YOU HAVE CHOSEN TO Purge Applicant File.
DO YOU WISH TO CANCEL THIS REQUEST? [Y/N] >>
'Y' returns system to the Master Menu
'N' displays next screen

Purge File Options The options are:

1/ Print purge file only
When selected, the 'load paper' reminder will be displayed.
Then the system will display:
<< NUMBER OF RECORDS PRINTED: ---- >>
<< NUMBER OF PAGES PRINTED: ---- >>
Then the system will ask:
<< OK TO DELETE APPLICANT PURGE FILE [Y/N]? >>
If the file is empty, the system will say:
<< PURGE FILE IS EMPTY. PRESS ANY KEY TO CONTINUE >>
This option is used after the purge has been completed.

2/ Purge with print
When selected the system will say:
<< Yy Mm Dd
START DATE OF PURGE: -- -- --
END DATE OF PURGE: -- -- --
ARE DATES ALL RIGHT [Y/N/Quit]? >>
'Q' returns system to the Master Menu
'N' returns cursor to start date
'Y' initiates purge process
The system displays:
<< NUMBER OF APPLICANTS PURGED: ---- >>
When completed the system will say:
<< PURGE ROUTINE COMPLETED. PRESS ANY KEY TO CONTINUE >>
Then the system will display the 'load paper' reminder.
Then the system will display:
<< NUMBER OF RECORDS PRINTED: ---- >>
<< NUMBER OF PAGES PRINTED: ---- >>
Then the system will ask:
<< OK TO DELETE APPLICANT PURGE FILE [Y/N]? >>
'Y' will delete purged records
'N' will save purged records
Then the system will ask:
<< WAS PURGE ALL RIGHT [Y/N]? >>
'Y' returns system to the Master Menu
'N' system will say:
<< APPLICANT DATA FILE MAY HAVE BEEN MODIFIED.
YOU MAY HAVE TO RESTORE YOUR LAST BACKUP.
PLEASE REFER TO USER MANUAL
PRESS ANY KEY TO CONTINUE >>

3/ Purge with no print
When selected, the system will say:
<< Yy Mm Dd
START DATE OF PURGE: -- -- --
END DATE OF PURGE: -- -- --
ARE DATES ALL RIGHT [Y/N/QUIT]? >>
'Q' quit returns system to the Master Menu
'N' returns cursor to start date
'Y' initiates purge process
The system displays:
<< NUMBER OF APPLICANTS PURGED: ----- >>
When completed, the system will say:
<< PURGE ROUTINE COMPLETED. PRESS ANY KEY TO CONTINUE >>
Then the system will ask:
<< WAS PURGE ALL RIGHT [Y/N]? >>

4/ Delete purge file
When selected, the system will delete purge file and say:
<< PURGE FILE DELETED. PRESS ANY KEY TO CONTINUE >>

7.5.2/ Purge Vanpool File

This program is used to purge selected records from the vanpool operator file. Records will be purged based on date of last contact. This purge program operates exactly the same as the purge applicant file program (7.5.1).

7.5.3/ Purge Employer File

This program is used to purge selected records from the employer file. Records will be purged based on date of last contact. This purge program operates exactly the same as the purge applicant file program (7.5.1).

7.5.4/ Printer Selection

From the Purge File Subsystem, the printer selection menu can be accessed.

7.6/ Printer Selection

This program is used to select the printers. The options are:
1/ C-Itoh - Letter Quality Printer (LPT1)
2/ Epson - Dot Matrix Printer (LPT2)
0/ Return to Previous Menu

The system displays the current choice.

Printer codes and compressions can be changed to accommodate most printers.

8/ BACKUP SYSTEM

This system utilizes utility programs to provide a backup of the system. Included in the system menu are:

1/ Backup Files Modified Since Last Backup*
2/ Backup All Files
3/ Tape Utilities (only for Tallgrass external hard disk version)

The backup procedure is based on backing up the data at the end of every day. From Monday to Thursday, only the files modified that day are backed up. On Friday, all files in the system are backed up. SARRMS Version 1.0 utilizes Tallgrass tape backup procedures. This backup procedure requires a minimum of nine tapes (one for each day Monday to Thursday and at least one for each Friday in the month). All tapes should be labelled. If a tape has not been used for more than a month or if it is new, it should be certified and verified by using the hard disk utility. Do not try to remove a tape while the backup is operating.

SARRMS Version 2.0 utilizes DOS commands to backup files onto diskettes. The Daily Backup may require up to 15 diskettes depending on the size of the files and the Full Backup may require up to 25 diskettes.

8.1/ Backup Files Modified Since Last Backup*

Version 1.0
This program will backup all the files on the hard disk which have been changed since the last backup (either DAILY or FULL). All of the files are backed up to the tape, and any old data on the tape are erased. The correct tape to use is the one marked with the corresponding day's name either MONDAY, TUESDAY, WEDNESDAY or THURSDAY.

Version 2.0
In this version, only the APPLICANT, VANPOOL, EMPLOYER, TRANSIT, PARKING LOT and RECORD SEQUENCE FILE are backed up if they have been modified.

Procedure
- Enter 1. Backup Files Modified Since Last Backup.
- Read messages.
- To exit procedure press Control and Break together.
  System will say:
  << Terminate batch job Y/N? >>
  'Y' returns system to prompt
  Type in 'MENU' to return to Share-A-Ride system
  'N' initiates backup program
- To continue << Strike a key when ready... >>
- Old data on tape or diskette is erased.
- To receive a printout of files backed up press Control-Print Screen.
- To initiate backup program
  << Strike a key when ready... >>
- System will display a listing of files backed up (and print them if Control-Print Screen was pressed).
- When completed, the system will return to the Access Menu.
- Press Control-Print Screen

*Currently non-operational on Tallgrass

8.2/ Backup All Files

Version 1.0
This program will backup all files on the hard disk. All of the files are backed up to the tape(s) and any old data are erased. The full backup should be done on Friday. The correct tape to use is the one marked 'Friday' with the number equal to the number of the week in the current month. (If it is the second Friday in the month, the tape(s) should be labelled Friday 2.). Erase a tape if there are more than 12 000 000 bytes to be backed up.

Version 2.0
In this version, all files except the executable programs (*.EXE) are backed up.

Procedure
- Enter 2. Backup All Files.
- Read messages.
- The system operates in the same manner as Backup Files Modified Since Last Backup.
- When the first tape has been filled, in the case of using Version 1.0, the system will say:
  << Track 3 has been loaded
     Tape volume is completely full
     Please insert a new tape cartridge
     Type 'R' when ready
     Type 'A' to abort >>
- When completed, the system will return to the Access Menu.

8.3/ Tape Utilities

Version 1.0
The program uses the hard disk utility to conduct a number of tests. Functions related to the use of the tape are:
R - Rewinds the tape to the beginning.
F - Fast Forward the tape to the end.
I - Interface Test - This test checks that the hardware which transmits the data from the disk to the tape is working. It does not destroy any data. Let this run for at least five minutes. This test will run forever or until the ESC key is pressed.
V - Verify the Tape - This test checks the current tape data for readability without modifying it. This test detects and displays errors. The cartridge must be SAFE PROTECTED to run verify. This test will not destroy any data on the tape. Each track should be verified. It takes about 3 minutes to verify each track. (Twelve minutes to verify a tape).
E - Erases the Tape. ALL DATA ON THE TAPE IS LOST. It takes about 3 minutes to complete this procedure.
C - Certify the Tape. Certify is a test of the tape drive, tape cartridge, controller and interface electronics. ALL DATA ON THE TAPE IS LOST. This test checks each track. It will take about 15 minutes to complete one pass of the entire tape. This test will run forever or until the ESC key is pressed.
Q - Quits and returns to the Access Menu.

Version 2.0
The tape utilities are not necessary on this version

9/ AUTOMENU

Automenu is a feature which allows access to a program without having to proceed through the menu selection steps.

Automenu is initiated by pressing the "\" key. A message giving the current Automenu name will be displayed and the operator will be prompted to input the target menu name. An Automenu name is a four letter designation which uniquely defines a menu and its corresponding program. All automenu names must be capitalized.

	Program
MAST	Master Menu
RIDM	Ridesharing Subsystem Menu
VANS	Vanpool Subsystem
SECF	Secondary File Maintenance
REPM	Report Subsystem Menu
PRSL	Printer Selection
MENU	Access Menu
CPMT	Applicant Maintenance
QKSH	Quicksearch
BTSH	Batch Search
PRBT	Print Batch Search/Quicksearch
EPAR	Reset System Parameters
EMPF	Employer File Maintenance
TRNF	Transit File Maintenance
PRKF	Parking Lot File Maintenance
GEOF	Geographic File Maintenance
REPA	Employer Reports
REPB	Employer Mailing Labels
REPC	Report on Applicants
REPD	Report on Employers
REPE	Vanpool Operators
REPF	Transit Operators
REPG	Carpool Parking Lots
REPH	Purge Mailer
REPI	Follow-up Letter/Matchlist
REPJ	Ridesharing Office Statistics
REPK	Applicants on Hold Report
REPL	Print Report File
PURM	Purge Subsystem Menu

10/ MISCELLANEOUS PROCEDURES

10.1/ Changing Sequence Number on Input Files

The sequence number of the identification number is automatically inputted by the system. For the vanpool operator, employer and transit operator records, the sequence number is unique to a record (on the applicant record the sequence number starts at one every day).
When the system is being put into operation, it may be desirable to have the sequence number of the vanpool, employer and transit records set to zero. The procedure to do this involves:

- Delete or purge all records from the:
  - vanpool operator file,
  - employer file,
  - transit operator file,
- Exit to DOS

```
C:CD\SAR
C > COPY  CON  CSN.TXT
  000001
  ^Z^Z        where ^ = Control key   Control and Z key must be pressed
                                      at the same time.
C > COPY  CSN.TXT  LSTVPOOL.OPR
     "      "   "   LSTCOMP.OPR
     "      "   "   LSTTRANS.OPR
```

File Name	Description
LSTVPOOL.OPR	Last vanpool operator sequence number assigned
LSTCOMP.OPR	Last employer sequence number assigned
LSTTRANS.OPR	Last transit operator sequence number assigned

10.2/ Suggested Format of Input

1/ Applicant Information
- Applicant name - system automatically puts name into upper case
- Comments - capitalize first letter of first word; the rest in lower case
- All other variables in upper and lower case as appropriate

2/ Vanpool Operator Information
- Vanpool operator name - in upper case
- Colour of van in lower case
- Comments - capitalize first letter of first word; the rest in lower case
- All other variables in upper and lower case as appropriate

3/ Employer Information
- All variables in upper and lower case as appropriate

4/ Transit Operator Information
- Transit operator name in upper case
- All other variables in upper and lower case as appropriate

5/ Parking Lot Information
- Parking lot name in upper case

APPENDIX A
APPLICANT FILE RECORD LAYOUT -- APPLICANT MAINTENANCE

FIELD	SIZE	SOURCE	REQUIRED	TITLE -- DESCRIPTION
1	10	S	YES	IDENTIFICATION CODE - YEAR, MONTH, DAY, SEQUENCE NUMBER
2	8	A	NO	HOME TELEPHONE NUMBER
3	8	A	NO	WORK TELEPHONE NUMBER
4	4	A	NO	WORK TELEPHONE EXTENSION NUMBER
5	6	S	YES	DATE OF LAST CONTACT - YEAR, MONTH, DAY
6	16	A	NO	FIRST NAME
7	16	A	YES	LAST NAME
8	5	A	NO	HOME - STREET NUMBER
9	22	A	YES	HOME - STREET NAME
10	4	A	NO	HOME - APARTMENT NUMBER
11	14	A	YES	HOME - CITY/POSTAL AREA
12	6	A	YES	HOME - POSTAL CODE**
13	4	S/R	YES	HOME - X CO-ORDINATE
14	4	S/R	YES	HOME - Y CO-ORDINATE
15	3	S/R	YES	HOME - ZONE NUMBER
16	28	A	NO	HOME - NEAREST MAJOR INTERSECTION
17	4	R	NO	EMPLOYER CODE
18	29	A/S	NO	EMPLOYER NAME
19	5	A/S	NO	EMPLOYER - STREET NUMBER
20	22	A/S	NO	EMPLOYER - STREET NAME
21	5	A/S	NO	EMPLOYER - SUITE NUMBER
22	14	A/S	NO	EMPLOYER - CITY/POSTAL AREA
23	6	A/S	YES	EMPLOYER - POSTAL CODE
24	4	S/R	YES	EMPLOYER - X CO-ORDINATE
25	4	S/R	YES	EMPLOYER - Y CO-ORDINATE
26	3	S/R	YES	WORK ZONE NUMBER
27	28	A/S	NO	EMPLOYER - NEAREST MAJOR INTERSECTION
28	28	A	NO	WORK DEPARTMENT NAME
29	34	A	NO	COMMENTS
30	1	A	NO	USUAL COMMUTING METHOD (6 OPTIONS)
31	1	A	NO	NATURE OF WORKING HOURS (3 OPTIONS)
32	5	A	YES	USUAL WORKING HOURS - ARRIVAL TIME

APPENDIX A
APPLICANT FILE RECORD LAYOUT --APPLICANT MAINTENANCE

FIELD	SIZE	SOURCE	REQUIRED	TITLE --DESCRIPTION
33	2	A	YES	USUAL WORKING HOURS - ARRIVAL - AM/PM/24 HOUR
34	5	A	YES	USUAL WORKING HOURS - DEPARTING TIME
35	2	A	YES	USUAL WORKING HOURS - DEPARTING - AM/PM/24 HOUR
36	1	A	NO	INTEREST IN CARPOOLING (2 OPTIONS)
37	1	A	NO	CARPOOLING PREFERENCE (4 OPTIONS)
38	1	A	YES	LANGUAGE (2 OPTIONS)
TWO VARIABLES ARE GENERATED BY THE SYSTEM BUT ARE NOT DISPLAYED				
	1	S	YES	SECTOR (based on work-home direction)
	1	S	YES	HOLD FIELD (Yes or No)

** = Postal code generates province name
A = Applicant provides information
R = Ridesharing Office provides information
S = System generates input

APPENDIX B

VANPOOL OPERATOR FILE RECORD LAYOUT -- VANPOOL SUBSYSTEM

FIELD	SIZE	SOURCE	TITLE --DESCRIPTION
1	10	S	IDENTIFICATION CODE YEAR, MONTH, DAY, VANPOOL SEQUENCE NUMBER
2	8	A	HOME TELEPHONE NUMBER
3	8	A	WORK TELEPHONE NUMBER
4	4	A	WORK TELEPHONE EXTENSION NUMBER
5	6	S	DATE OF LAST CONTACT - YEAR, MONTH, DAY
6	16	A	FIRST NAME
7	16	A	LAST NAME
8	5	A	HOME - STREET NUMBER
9	22	A	HOME - STREET NAME
10	4	A	HOME - APARTMENT NUMBER
11	14	A	HOME - CITY/POSTAL AREA
12	6	A	HOME - POSTAL CODE**
13	4	S/R	HOME - X CO-ORDINATE
14	4	S/R	HOME - Y CO-ORDINATE
15	3	S/R	HOME - ZONE NUMBER
16	28	A	HOME - NEAREST MAJOR INTERSECTION
17	4	R	EMPLOYER CODE
18	29	S/A	EMPLOYER NAME
19	5	S/A	EMPLOYER - STREET NUMBER
20	22	S/A	EMPLOYER - STREET NAME
21	5	S/A	EMPLOYER - SUITE NUMBER
22	14	S/A	EMPLOYER - CITY/POSTAL AREA
23	6	S/A	EMPLOYER - POSTAL CODE
24	4	S/R	EMPLOYER - X CO-ORDINATE
25	4	S/R	EMPLOYER - Y CO-ORDINATE
26	3	S/R	WORK ZONE NUMBER

APPENDIX B
VANPOOL OPERATOR FILE RECORD LAYOUT -- VANPOOL SUBSYSTEM

FIELD	SIZE	SOURCE	TITLE--DESCRIPTION
27	28	S/A	EMPLOYER - NEAREST MAJOR INTERSECTION
28	3	A	WORK ZONE SERVED (1)
29	5	A	ARRIVAL TIME AT WORK ZONE SERVED (1)
30	5	A	DEPARTURE TIME FROM WORK ZONE SERVED (1)
31	3	A	WORK ZONE SERVED (2)
32	5	A	ARRIVAL TIME AT WORK ZONE SERVED (2)
33	5	A	DEPARTURE FROM WORK ZONE SERVED (2)
34	3	A	WORK ZONE SERVED (3)
35	5	A	ARRIVAL TIME AT WORK ZONE SERVED (3)
36	5	A	DEPARTURE TIME FROM WORK ZONE SERVED (3)
37	3	A	WORK ZONE SERVED (4)
38	5	A	ARRIVAL TIME AT WORK ZONE SERVED (4)
39	5	A	DEPARTURE TIME FROM WORK ZONE SERVED (4)
40	3	A	WORK ZONE SERVED (5)
41	5	A	ARRIVAL TIME AT WORK ZONE SERVED (5)
42	5	A	DEPARTURE TIME FROM WORK ZONE SERVED (5)
43	2	A	ARRIVAL TIME - AM/PM/24 HOUR AT WORK ZONES SERVED
44	2	A	DEPARTURE TIME - AM/PM/24 HOUR FROM WORK ZONE SERVED
45	5	A	LOWER LIMIT OF RANGE OF FARES
46	5	A	UPPER LIMIT OF RANGE OF FARES
47	3	A	HOME ZONE SERVED (1)
48	3	A	HOME ZONE SERVED (2)
49	3	A	HOME ZONE SERVED (3)
50	3	A	HOME ZONE SERVED (4)
51	3	A	HOME ZONE SERVED (5)
52	3	A	HOME ZONE SERVED (6)
53	3	A	HOME ZONE SERVED (7)
54	3	A	HOME ZONE SERVED (8)
55	3	A	HOME ZONE SERVED (9)
56	3	A	HOME ZONE SERVED (10)
57	3	A	HOME ZONE SERVED (11)
58	3	A	HOME ZONE SERVED (12)
59	3	A	HOME ZONE SERVED (13)
60	3	A	HOME ZONE SERVED (14)
61	3	A	HOME ZONE SERVED (15)
62	14	A	COLOUR OF VAN
63	2	A	VAN'S SEATING CAPACITY
64	1	A	LANGUAGE (2 OPTIONS)
65	42	A	COMMENTS

A = Applicant Provides Information
R = Ridesharing Office Provides Information
S = System Generates Input

**postal code generates province name

APPENDIX C
EMPLOYER FILE RECORD LAYOUT -- EMPLOYER FILE MAINTENANCE

FIELD	SIZE	SOURCE	TITLE--DESCRIPTION
1	10	S	IDENTIFICATION CODE -- YEAR, MONTH, DAY, EMPLOYER CODE
2	29	E	EMPLOYER NAME
3	6	S	DATE OF LAST CONTACT
4	25	E	POST OFFICE BOX
5	5	E	STREET NUMBER
6	22	E	STREET NAME
7	5	E	SUITE NUMBER
8	14	E	CITY/POSTAL AREA
9	6	E	POSTAL CODE - USED TO DETERMINE GRID CO-ORDINATE POSITION
10	4	S/R	X CO-ORDINATE
11	4	S/R	Y CO-ORDINATE
12	3	S/R	ZONE NUMBER
13	28	E	NEAREST MAJOR INTERSECTION
14	28	E	LOCAL CO-ORDINATOR'S NAME
15	28	E	LOCAL CO-ORDINATOR'S DEPARTMENT
16	8	E	LOCAL CO-ORDINATOR'S TELEPHONE NUMBER
17	4	E	LOCAL CO-ORDINATOR'S TELEPHONE EXTENSION
18	5	E	NUMBER OF EMPLOYEES
19	6	R	DATE OF LAST PROGRAM UPDATE --YEAR, MONTH, DAY
20	6	E	POSTAL CODE FOR MAILING ADDRESS**
21	480	E	EMPLOYER MESSAGE -- GOES INTO LETTER - 8 LINES, 60 CHARACTERS EACH

E = employer provides information
R = ridesharing office provides information
S = system generates input

** postal code generates province name

APPENDIX D

TRANSIT OPERATOR FILE RECORD LAYOUT -- TRANSIT OPERATOR FILE MAINTENANCE

FIELD	SIZE	SOURCE	TITLE--DESCRIPTION
1	10	S	IDENTIFICATION CODE -- YEAR, MONTH, DAY, TRANSIT OPERATOR CODE
2	29	T	TRANSIT OPERATOR'S NAME
3	6	S	DATE OF LAST CONTACT -- YEAR, MONTH, DAY
4	25	T	POST OFFICE BOX
5	5	T	STREET NUMBER
6	22	T	STREET NAME
7	5	T	SUITE NUMBER
8	14	T	CITY/POSTAL AREA
9	6	T	POSTAL CODE
10	28	T	CONTACT'S NAME
11	8	T	CONTACT'S TELEPHONE NUMBER
12	4	T	CONTACT'S TELEPHONE EXTENSION NUMBER
13	8	T	TRANSIT INFORMATION TELEPHONE NUMBER
14	3	T	ZONE SERVED BY TRANSIT OPERATORS (1)
			ZONE SERVED BY TRANSIT OPERATOR (2)
			ZONE SERVED BY TRANSIT OPERATOR (3)
			ZONE SERVED BY TRANSIT OPERATOR
166	3	T	ZONE SERVED BY TRANSIT OPERATOR (152)

S = system generates input
T = transit operator provides information

APPENDIX E
CARPOOL PARKING LOT FILE RECORD LAYOUT -- PARKING LOT FILE MAINTENANCE

FIELD	SIZE	SOURCE	REQUIRED	TITLE--DESCRIPTION
1	47	R	YES	CARPOOL PARKING LOT NAME & DESCRIPTION
2	4	R	YES	X CO-ORDINATE
3	4	R	YES	Y CO-ORDINATE

R = ridesharing office provides information

APPENDIX F
GEOGRAPHIC FILE RECORD LAYOUT -- GEOGRAPHIC FILE MAINTENANCE

FIELD	SIZE	SOURCE	REQUIRED	TITLE--DESCRIPTION
1	6	R	YES	POSTAL CODE
2	4	R	YES	X CO-ORDINATE
3	4	R	YES	Y CO-ORDINATE
4	3	R	YES	ZONE NUMBER

R = ridesharing office provides information

APPENDIX G
SYSTEM PARAMETER LAYOUT -- SYSTEM PARAMETER FILE

FIELD	SIZE	SOURCE	TITLE--DESCRIPTION
			CARPOOL AND VANPOOL SEARCH PARAMETERS
1	3	R	MAXIMUM SEPARATION FROM HOME (1/10 km)
2	1	R	WEIGHT FOR HOME SEPARATION
3	3	R	MAXIMUM SEPARATION FROM WORK (1/10 km)
4	1	R	WEIGHT FOR WORK SEPARATION
5	2	R	NUMBER OF CARPOOL MATCHES SOUGHT
6	1	R	NUMBER OF VANPOOL MATCHES SOUGHT
7	2	R	ARRIVAL TIME WINDOW - BEFORE IN MINUTES
8	2	R	ARRIVAL TIME WINDOW - AFTER IN MINUTES
9	2	R	DEPARTURE TIME WINDOW - BEFORE IN MINUTES
10	2	R	DEPARTURE TIME WINDOW - AFTER IN MINUTES
			CARPOOL PARKING LOT SEARCH PARAMETERS
11	4	R	MAJOR-AXIS DISTANCE (1/10 km)
12	4	R	EXTRA-DISTANCE (1/10 km)
13	4	R	PARKING SEARCH-RADIUS (1/10 km)
			BATCH FILE PARAMETERS
14	4	R	DEFAULT BATCH FILE NAME

R = ridesharing office provides parameters

APPENDIX H

LETTER FILE LAYOUT -- EDIT SYSTEM LETTERS

Field	Size	Source	Title - Description
1	3900*	R	LETTER/MESSAGES

*65 characters maximum width, 60 lines maximum length

Letters and Messages within the system

FLETT.EN1	- Follow-up Letter	- English Version	- Part 1	(Introductory Comments & Information)
FLETT.EN2	- Follow-up Letter	- English Version	- Part 2	(Assistance and Support)
FLETT.FR1	- Follow-up Letter	- French Version	- Part 1	
FLETT.FR2	- Follow-up Letter	- French Version	- Part 2	
NOMATCH.ENG		- English Version		Statement on matchlist when applicant receives no matches
NOMATCH.FRE		- French Version		
PLETT.EN1	- Purge Mailer	- English Version	- Part 1	
PLETT.EN2	- Purge Mailer	- English Version	- Part 2	
PLETT.FR1	- Purge Mailer	- French Version	- Part 1	
PLETT.FR2	- Purge Mailer	- French Version	- Part 2	
SLETT.EN1	- Standard Letter	- English Version	- Part 1	
SLETT.EN2	- Standard Letter	- English Version	- Part 2	
SLETT.FR1	- Standard Letter	- French Version	- Part 1	
SLETT.FR2	- Standard Letter	- French Version	- Part 2	
VANLETTR.ENG	- Vanpool Operator Letter	- English Version		
VANLETTR.FRE	- Vanpool Operator Letter	- French Version		
--------.ENG	- Any Other Letter	- English Version		
--------.FRE	- Any Other Letter	- French Version		

APPENDIX I
SAMPLE OF RIDESHARING MATCHLIST

06 OCT 1986

CHARLES CAMERON
8 Chestnut Hills Road # 9
Rowland, Ontario
N1N 1N7

Dear CHARLES CAMERON:

Thank you for showing an interest in Share-A-Ride. Ridesharing is an easy, reliable and inexpensive way to travel to work. By sharing a ride with just one person, your commuting costs could be reduced by 50%.

We hope that the enclosed personalized matchlist will assist you in locating pooling partners.

Your matchlist identifies people in your community who, like yourself, are interested in carpooling. It is up to you to contact these people to arrange a carpool. If you are uncertain about carpooling, why not give it a try for a few weeks. Remember, carpooling is flexible; you can carpool on a regular basis, occassionally or as a backup arrangement.

Any vanpool operators serving your area will be listed; simply give the driver a call to see if there is a seat available. Also included on the matchlist is information on transit systems and the location of carpool parking lots in your area.

Bill Hansen, Appin's Share-A-Ride coordinator, will assist you if you are unable to get into a pool with people on your list or if you find any errors in the information on your matchlist. Bill Hansen can be contacted at Share-A-Ride, Room 324, Central Building, 789-5793 extension 1734. Appin offers reserved preferential parking spaces to vanpools and three person or more carpools.

Share-A-Ride is an ongoing service. Let us know when you move or change jobs, so we can keep the service up-to-date. We will be happy to provide you with a new matchlist or specialized matching at any time. If you have any comments or questions regarding Share-A-Ride, please give us a call.

Happy Ridesharing!

8610060002

06 OCT 1986

CHARLES CAMERON
8 Chestnut Hills Road # 9
Near Maple & Ridge Parkway
Rowland N1N 1N7
Interested in pooling regularly
Will ride or drive
Currently drives alone

Home 563-7612 Work 789-5634
Works at Appin Limited
109 Industry Street
Near Highway 171 & Front
Melrose N2N 2N2
Works on fixed hours
From 08:00 AM To 04:00 PM

Please check that the above information is correct.
The following people live and work near you. The better matches are listed first.
****

VERA DOBSON Home 563-4251 Work 789-4344 Interested in pooling regularly Will ride or drive Currently drives alone	Lives in your area Within 1/2 km of your home On Park Street Maple & Ridge Parkway Rowland N1N 1N5	Works on flexible hours, usually From 08:00 AM to 04:00 PM At Appin Limited 109 Industry Street Highway 171 & Front Melrose N2N 2N2
MEL MCSWEEN Home 563-7899 Work 965-6777 x12 Interested in pooling occasionally As a rider only Currently uses public transit Prefer non smokers	Lives to the east Within 1 km of your home On Maple Street Elm & Ridge Parkway Rowland N1N 1N1	Works on flexible hours, usually From 08:00 AM to 04:30 PM At Appin Limited 109 Industry Street Highway 171 & Front Melrose N2N 2N2
GARY GILBERT Home 563-5564 Work 789-6632 Interested in pooling regularly Prefers to be the driver Currently pools with others	Lives to the east Within 2 km of your home On Walnut Avenue Simcoe & Water Rowland N1A 6T6	Works on flexible hours, usually From 08:00 AM to 04:45 PM At Balsam Products 6789 Parker Street Highway 171 & Front Melrose
LUCY HOLMES Home 563-9042 Work 789-5112 Interested in pooling occasionally As a rider only Currently pools with others	Lives to the northeast Within 5 km of your home On Rose Avenue Charlotte & Park Rowland N1N 8H8	Works on fixed hours From 08:15 H. to 16:30 H. At Appin Limited 109 Industry Street Highway 171 & Front Melrose N2N 2N2

** VANPOOL OPERATORS IN YOUR AREA **********

BRUCE MURPHY
On Belmont Crescent
Near George & Simcoe
Rowland N3H 2N1
Home 563-4380
Work 789-5767 x45

Operates a 12 passenger maroon van
To Appin Limited
109 Industry Street
Highway 171 & Front
Melrose N2N 2N2
Arriving at 08:00 AM and leaving at 04:30 PM
Fares: $ 17.00 to $ 20.00/week
First two weeks of riding free

** FOR TRANSIT SERVICE INFORMATION CALL **********

MELROSE TRANSIT 789-4666

** LOCATION OF FREE CARPOOL PARKING LOTS IN YOUR AREA **********

HIGHWAY 171 & GREENBANK ROAD

ARDEN STEET & RIDGE PARKWAY

****

8610060002

APPENDIX J
SAMPLE OF PURGE MAILER

06 OCT 1986

CHARLES CAMERON
8 Chestnut Hills Road # 9
Rowland, Ontario
N1N 1N7

Dear CHARLES CAMERON:

Share-A-Ride is updating it's information on applicants to provide more current and accurate neighbourhood matchlists. When updated new matchlists will be distributed.

Has your information changed?

- *If so please make the necessary corrections to your information.
- *If you have no corrections, please return this page to confirm your interest in Share-A-Ride.
- *If you would like to be removed from the Share-A-Ride file, please indicate this in the appropriate space below.

This page should be returned to Share-A-Ride by the end of the month. If you have any questions or comments, contact Share-A-Ride at 248-7296.

(' PLEASE MAKE THE CHANGES NOTED BELOW. ( ) NO CHANGES. ( ) PLEASE REMOVE MY NAME FROM THE FILE.

NOTE
If you do not return this page, we will assume you are no longer interested in ridesharing and your name will be deleted from the Share-A-Ride file.

CHARLES CAMERON
8 Chestnut Hills Road # 9
Near Maple & Ridge Parkway
Rowland N1N 1N7
Interested in pooling regularly
Will ride or drive
Currently drives alone

Home 563-7612 Work 789-5634
Works at Appin Limited
109 Industry Street
Near Highway 171 & Front
Melrose N2N 2N2
Works on fixed hours
From 08:00 AM To 04:00 PM

Please check that the above information is correct.

8610060002

APPENDIX K
SAMPLE OF VANPOOL OPERATOR MATCHLIST

06 OCT 1986

BRUCE MURPHY
6798 Belmont Crescent # 710
Rowland, Ontario
N3H 2N1

Dear BRUCE MURPHY:

Thank you for registering with Share-A-Ride as a vanpool operator.

Informatin about your vanpool will appear on the matchlists of applicants living and working in the service areas you have identified.

Please find enclosed, your personalized matchlist which contains:
- the names of potential vanpool passengers
- the operators of any other vanpools in your area
- the locations of any convenient carpool parking lots.

We are always ready to help you at Share-A-Ride. Let us know when any of your information changes so we can keep this service up-to-date. We will be happy to provide you with a new matchlist at any time.

If you have any comments or questions regarding Share-A-Ride, please give us a call at 248-7296.

8610030001

06 OCT 1986

BRUCE MURPHY
6798 Belmont Crescent # 710
Near George & Simcoe
Rowland N3H 2N1
Home 563-4380 Work 789-5767 x45

Works at Appin Limited
109 Industry Street
Near Highway 171 & Front
Melrose N2N 2N2
Vanpool Number: 0001

Operating a 12 passenger maroon van
Fares: $ 17.00 to $ 20.00/week
Comments : First two weeks of riding free

Home Zone Locations Served	Work Zone Locations Served	
317 318 316	ZONE 321	322
	Arriving (AM) 08:00	07:55
	Departing (PM) 04:30	04:35

Please check that the above information is correct.

People below live and work in the zones which you have identified.
****

MEL MCSWEEN
Home 563-7899 Work 965-6777 x12
Interested in pooling occasionally
As a rider only
Currently uses public transit
Prefer non smokers

Lives to the northwest
Within 2 km of your home
On Maple Street
Elm & Ridge Parkway
Rowland N1N 1N1

Works on flexible hours, usually
From 08:00 AM to 04:30 PM
At Appin Limited
109 Industry Street
Highway 171 & Front
Melrose N2N 2N2

CHARLES CAMERON
Home 563-7612 Work 789-5634
Interested in pooling regularly
Will ride or drive
Currently drives alone

Lives to the northwest
Within 3 km of your home
On Chestnut Hills Road
Maple & Ridge Parkway
Rowland N1N 1N7

Works on fixed hours
From 08:00 AM to 04:00 PM
At Appin Limited
109 Industry Street
Highway 171 & Front
Melrose N2N 2N2

VERA DOBSON
Home 563-4251 Work 789-4344
Interested in pooling regularly
Will ride or drive
Currently drives alone

Lives to the northwest
Within 3 km of your home
On Park Street
Maple & Ridge Parkway
Rowland N1N 1N5

Works on flexible hours, usually
From 08:00 AM to 04:00 PM
At Appin Limited
109 Industry Street
Highway 171 & Front
Melrose N2N 2N2

LUCY HOLMES
Home 563-9042 Work 789-5112
Interested in pooling occasionally
As a rider only
Currently pools with others

Lives to the northeast
Within 4 km of your home
On Rose Avenue
Charlotte & Park
Rowland N1N 8H8

Works on fixed hours
From 08:15 H. to 16:30 H.
At Appin Limited
109 Industry Street
Highway 171 & Front
Melrose N2N 2N2

GARY GILBERT
Home 563-5564 Work 789-6632
Interested in pooling regularly
Prefers to be the driver
Currently pools with others

Lives to the northwest
Within 2 km of your home
On Walnut Avenue
Simcoe & Water
Rowland N1A 6T6

Works on flexible hours, usually
From 08:00 AM to 04:45 PM
At Balsam Products
6789 Parker Street
Highway 171 & Front
Melrose

** VANPOOL OPERATORS SERVING YOUR HOME AND WORK ZONES **********

JEFF LOMBARD
On Hunter Street
Near Ridge Parkway & Ancaster
Lakeside N2M 7H8
Home 563-2219
Work 789-1287

Operates a 12 passenger blue van
To Bingham Industries
77 Industry Street
Highway 171 & Front
Melrose N2N 6S7
Arriving at 08:00 AM and leaving at 04:30 PM
Fare: $ 22.00/week

** LOCATION OF FREE CARPOOL PARKING LOTS IN YOUR AREA **********

ARDEN STEET & RIDGE PARKWAY

HIGHWAY 171 & GREENBANK ROAD

****

8610030001

APPENDIX L

DIRECTORY OF FILE NAMES AND PROGRAMS

SAR DIRECTORY

Programs and Files		Description
ACCMEN	EXE	- Access Menu Program, Main Program to Run System
APPHOLD	REP	- Applicants on Hold Report File
APPLICAN	DAT	- Applicant File
APPLICAN	REP	- Applicant Report File
APPPURGE	DAT	- Applicant Purge File
AUTOMENU	CHK	- Automenu Indicator and Destination Indicator
BTRIEVE	EXE	- Initialize Btrieve Record Manager
COMPANY	DAT	- Employer File
COMPANY	PRE	- Employer Processing File
COMPURGE	DAT	- Employer Purge File
DBTH	DAT	- Daily Batch File, all Batch Files for Matching Would be Listed Alphabetically
DBTH	PRE	Daily Batch Processing File
DEFAULT	PRN	- Default Printer - Type and Device
EMPLOYER	REP	- Employer Report File
ERROR	DAT	- Error Information
FLETT	EN1	- Follow-up Letter, English Version - Part 1
FLETT	EN2	- Follow-up Letter, English Version - Part 2
FLETT	FR1	- Follow-up Letter, French Version - Part 1
FLETT	FR2	- Follow-up Letter, French Version - Part 2
FLUP	DAT	- Follow-up Batch File for Matching
GEOGRAPH	DAT	- Geograph File
INITPRN	EXE	- Initialize LPT1:,LPT2: Addresses on System Start-up
LANGUAGE	TXT	- Language Default
LSTCOMP	OPR	- Last Employer Sequence Number Assigned
LSTTRANS	OPR	- Last Transit Operator Sequence Number Assigned
LSTVPOOL	OPR	- Last Vanpool Operator Sequence Number Assigned
MASPUR	EXE	- Purge Subsystem
MASREP	EXE	- All Reports Except Those Listed for MASREP2.EXE
MASREP2	EXE	- Report on Employers, Report on Applicants
MASSEC	EXE	- Employer, Transit, Parking and Geographic File Maintenance Program
MASTER	EXE	- Main Menu Program, Applicant and Parameter File Maintenance, Batch Search and Quicksearch
MASTER2	EXE	- Part 2 of MASTER.EXE
MASVAN	EXE	- Vanpool File Maintenance and Vanpool Operator Search

DIRECTORY OF FILE NAMES AND PROGRAMS...

SAR DIRECTORY

Programs and Files		Description
MATCH	DAT	- Batch Search Matchlist File
MTC	BAT	- Initializes SAR System, Runs All Executable Modules
NOMATCH	DAT	- Nomatch Information
NOMATCH	ENG	- No Match Message - English Version
NOMATCH	FRE	- No Match Message - French Version
PARK	DAT	- Parking Lot File
PLETT	EN1	- Purge Mailer Letter - English Version - Part 1
PLETT	EN2	- Purge Mailer Letter - English Version - Part 2
PLETT	FR1	- Purge Mailer Letter - French Version - Part 1
PLETT	FR2	- Purge Mailer Letter - French Version - Part 2
PRINTERS	TXT	- Printer Codes and Compressions
PURM	DAT	- Purge Mailer Batch File
QKMATCH	DAT	- Quicksearch Results File
Report 12	REP	- Ridesharing Office Statistics Report File
REPORT 4	LBL	- Employer Mailing Labels Report File
REPORT 6	REP	- Report on Employers Report File
REPORT 7	REP	- Vanpool Operators Report File
REPORT 8	REP	- Tranist Operators Report File
REPORT 9	REP	- Carpool Parking Lot Report File
SAR-OFFC	STS	- Ridesharing Office Statistics File
SLETT	EN1	- Standard Letter - English Version - Part 1
SLETT	EN2	- Standard Letter - English Version - Part 2
SLETT	FR1	- Standard Letter - French Version - Part 1
SLETT	FR2	- Standard Letter - French Version - Part 2
SYSPAR	DAT	- System Parameter File
TRANIND	DAT	- Transit Index File (Zones Served)
TRANSIT	DAT	- Transit Operator File
VANIND	DAT	- Vanpool Index File (Zones Served)
VANLETTR	ENG	- Vanpool Operator Letter - English Version
VANLETTR	FRE	- Vanpool Operator Letter - French Version
VANPOOL	DAT	- Vanpool Operator File
VANPURGE	DAT	- Vanpool Operator Purge File
ZONE	PRE	- Vanpool Operators Serving Home/Work Zone Combinations Processing File

DIRECTORY OF FILE NAMES AND PROGRAMS...

(FOR TALLGRASS EXTERNAL HARD DISK)

COMMAND DISK - VERSION 1.0

Programs and Files		Description
COMMAND	COM	- DOS File - Established DOS on the Diskette
AUTOEXEC	BAT	- Starts BTRIEVE and Runs MENU.BAT
GO	BAT	- Runs DOS and Backup Utilities, Accesses MTC.BAT
MENU	BAT	- Starts ACCMEN.EXE and Runs Batch Files GO.BAT
SARACCES	BAT	- Accesses MTC.BAT
SARBKALL	BAT	- Backs Up Entire Disk (Full Backup)
SARBKMOD	BAT	- Backs Up Modified Files (Daily Backup)
SARDSSUM	BAT	- Display and Print of Disk Space Summary
SAREXIT	BAT	- Exits System
SARINIT	BAT	- Initializes SAR
SARSORT	BAT	- Prints Sorted Directory of Files
SARTAPE	BAT	- Accesses the Tape Utilities
TESTOFF	BAT	- Exits the Test Directory
TESTON	BAT	- Accesses the Test Directory
ASTCLOCK	COM	- Internal Clock
CHKDSK	COM	- DOS file - Analyses Directories and File Allocation Table, Makes Corrections
SETCLOCK	COM	- Program to Set Internal Clock
SPEEDTST	COM	- Tallgrass - Checks Motor Speed and CRC Time
TGBACKUP	COM	- Tallgrass - to Backup a Particular File or Files
TGTAPE	COM	- Tallgrass - Operates Tape Utilities
TGBIO	COM	- Tallgrass
SORT	EXE	- DOS file - Used to Sort Files
BKUPNOW	MSG	- Backup in Operation Message
PRNECHO	MSG	- Message Outlining Procedure to Print Backup Program Results
DEFAULT	PRN	- Printer Selection Default (copied from hard disk)
SARACCES	SAR	- Accesses Share-A-Ride System
CONFIG	SYS	- System Configuration
SARACCES	TST	- Accesses Test System
CHECK	TXT	- Tape Utilities Message
DAILY	TXT	- Daily Backup Messge
FULL	TXT	- Full Backup Message
NAME	TXT	- System Name Screen
PRINTERS	TXT	- Printer Codes and Compressions (copied from hard disk)
SIGNON	TXT	- Credits Message

DIRECTORY OF FILE NAMES AND PROGRAMS...

(FOR INTERNAL HARD DISK)

DISKETTE #6 - VERSION 2.0

Programs and Files			Descriptions
SAR	GO	BAT	- Runs DOS and Backup Utilities, Accesses MTC.BAT
SAR	MENU	BAT	- Starts ACCMEN.EXE and Runs Batch Files GO.BAT
SAR	MTC	BAT	- Initializes SAR system, Runs All Executable Modules
SAR	SARACCES	BAT	- Accesses MTC.BAT
SAR	SARBKALL	BAT	- Backs Up All Files (Full Backup)
SAR	SARBKMOD	BAT	- Backs Up Specific Modified Files (Daily Backup)
SAR	SARDSSUM	BAT	- Display and Print of Disk Space Summary
SAR	SAREXIT	BAT	- Exits System
SAR	SARINIT	BAT	- Initializes SAR
SAR	SARSORT	BAT	- Prints Sorted Directory of Files
SAR	SARTAPE	BAT	- Accesses the Tape Utilities
SAR	TESTOFF	BAT	- Exits the TEST Directory
SAR	TESTON	BAT	- Accesses the TEST Directory
SAR	PRNECHO	MSG	- Message Outlining Procedure to Print Backup Program Results
SAR	SARACCES	SAR	- Accesses Share-A-Ride System
SAR	SARACCES	TST	- Accesses Test System
SAR	CHECK	TXT	- Tape Utilities Message
SAR	DAILY	TXT	- Daily Backup Message
SAR	FULL	TXT	- Full Backup Message
SAR	NAME	TXT	- System Name Screen
SAR	SIGNON	TXT	- Credits Message
ROOT	CONFIG	SYS	- System Configuration
ROOT	SARRMS	BAT	- Starts BTRIEVE and Runs MENU.BAT